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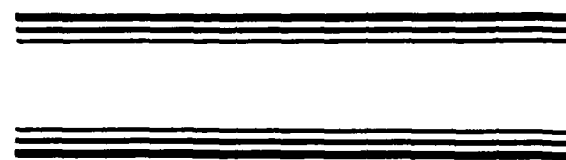
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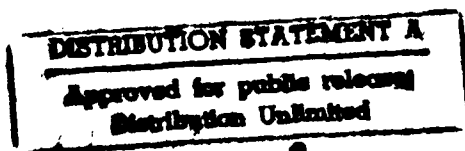
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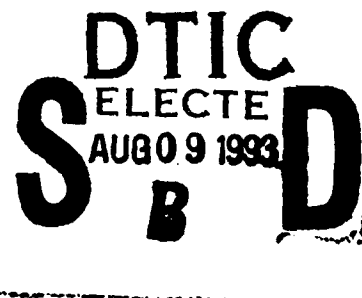


MAIL DISTRIBUTION INSTRUCTIONS AND LABELING HANDBOOK (MDILAH)

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OCTOBER 1981



ASSISTANT SECRETARY OF DEFENSE
(MANPOWER, RESERVE AFFAIRS, AND LOGISTICS)

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MANPOWER
RESERVE AFFAIRS
AND LOGISTICS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D C 20301

Oct 2, 81
DoD 4525.6-H

FOREWORD

This Handbook is issued under the authority of DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980, and supersedes DoD 4525.6-H, "Mail Distribution Instructions and Labeling Handbook," January 1, 1978. The procedures prescribed in this Handbook are based on information provided by the U.S. Postal Service for implementation in accordance with paragraph IV.B.4. of the Postal Agreement between the U.S. Postal Service and the Department of Defense, February 21, 1980.

The provisions of this Handbook apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter called "DoD Components").

This Handbook is effective immediately and is mandatory for use by all DoD Components responsible for dispatching military mail from overseas activities. Major commanders may issue supplementary instructions only when necessary to provide for unique requirements within their respective commands. Copies of any supplementary instructions shall be provided to the Military Postal Service Agency.

Send recommended changes to the Handbook through channels to:

Executive Director
Military Postal Service Agency
ATTN: DAAG-MPT
Alexandria, Va. 22331

DoD Components may obtain copies of this handbook through their own publication channels. Other federal agencies and the public may obtain copies from the Director, U.S. Navy Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120.

Records responsibility for this publication is assigned to the Adjutant General Office, Department of the Army. This responsibility includes the retirement of records and the publication of changes.

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R. D. Webster
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REFERENCES

- (a) DoD 4525.6-M, "DoD Postal Manual," in preparation, authorized by DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980
- (b) U.S. Postal Service Manuals¹, issued by the U.S. Postal Service
- (c) DoD 4525.6-C, "Military Postal Service Supply Catalog," in preparation, authorized by DoD Directive 4525.6, May 5, 1980
- (d) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," August 1, 1979, authorized by DoD Directive 4000.25, "Administration of Military Standard Logistics System," November 11, 1976

¹Includes Postal Operations Manual and USPS Handbook, Series T-7. Can be obtained upon request from HQDA (DAAG-MP), Washington, D.C. 20314

MAIL DISTRIBUTION INSTRUCTIONS AND LABELING HANDBOOK (MDILAH)

APPLICABILITY AND SCOPE

A. PURPOSE.

This handbook is published to provide a uniform system of sorting, labeling, and dispatching mail from overseas Military Post Offices (MPOs) to CONUS. However, each MPO has different densities and separations of mail; therefore, each MPO must follow the applicable instructions contained in this Handbook based on its individual volume of mail.

B. BACKGROUND.

Because of changes within the United States Postal Service (USPS) distribution system, the ZIP code is of great importance. The USPS has developed Area Distribution Centers (ADCs) based on area volumes and transportation capabilities. The geographic areas covered by these ADCs do not necessarily relate to state or city boundaries as previous distribution systems did. They relate to ZIP areas which cross geopolitical boundaries. Mail delivery will be speeded if mail is sorted to ADCs or below. However, this cannot always be done, and less finite sortations may be appropriate. The Military Postal Service (MPS) must ensure that mail is tied and bundled and pouched according to ZIP codes, working upward as volumes dictate from the basic five-digit areas, three-digit ADCs, split states, states, etc. When a five-digit or a ZIP-plus-four area has enough volume for a tie-out, make a tie-out to that ZIP. For instance, a large city such as Chicago has numerous five-digit ZIP codes. Ideally, mail will be pitched with the goal of making five-digit ZIP code separations rather than dispatch it to Chicago. If volumes are insufficient to make five-digit ZIP

code separations, sort the mail to the first three digits. Follow the ZIP code number, not the geographical area.

C. RESPONSIBILITIES

Each MPO is responsible for sorting mail and preparing it for dispatch as far forward in the domestic postal system as possible. Large MPOs and terminals that process massed mail depend on this support. They can re-sort or redispach massed mail more quickly when it is properly sorted and bundled.

D. PROCEDURES

1. The distribution cases Table 2 and 4 are new and are designed in accordance with USPS guidelines to standardize mail makeup throughout the MPS. Distribution case Table 2 is the ultimate breakdown for the ADC concept. Distribution case Table 4 is a simplified version. Most MPOs will build a case between these two examples. Small units may have smaller cases but, in every instance, the case should be arranged by ZIP code number, flowing from top to bottom. Conduct a density study, usually for a period of a week, to determine where there are sufficient generation of letters to establish ADC, city, and firm directs on the letter case.

2. The following information is applicable to the preparation of slide labels.

a. The various tables in this handbook contain specific guidance on the information required on the first line of the slide label and how to identify the content of a mail bag by entering appropriate information on the second line. The category of mail must be shown on every slide label affixed to a mail bag with the exception of the number 1, Orange pouch used for dispatch of First-class Zone Rated (Priority) Parcels.

b. The bottom line of the label identifies the postal activity closing the mail bag. The entry will be "APO" for Army Post Office or "FPO" for Fleet Post Offices, followed by the appropriate five-digit MPO number. The entry for Navy ships will be "USS _____," hull number, followed by five-digit FPO number. "USS" means United States Ship.

c. The destination line on slide labels used to dispatch mail between MPOs are prepared to reflect APO or FPO, as appropriate, followed by geographic location (city and country) and MPO number. The entry for Navy ships will be "USS _____," hull number, followed by five-digit FPO number.

d. Standard preprinted slide labels will be used in dispatching mail. The use of hand-inscribed or typewritten labels is authorized only in emergencies. Follow the format as outlined in this handbook when this use is necessary. Labels are date-stamped on the reverse side to show when the pouch or sack was actually closed. The abbreviation "Of1" is shown on the second line of labels used on sacks and pouches containing only official mail. This identifies mail for priority movement should space on aircraft become critical or should other emergencies occur that would affect the movement of mail.

e. The gross weight of mail and equipment is inscribed on the right portion of the slide labels of all bags being transported by air; however, weight need not be entered on slide labels when bags are bulk weighed in a container. In addition, it is not labeled beyond the CONUS gateway. Weights need not be entered on slide labels of mail transported by sealift; however, weights for transportation documentation of sealift mail is prescribed in chapter 10 of the DoD Postal Manual (DoD 4525.6-M (reference (a))). When volume warrants, mail generating for Navy ships is labeled as a direct.

3. To determine which tables and rules are applicable, use the following logic chart. This chart depicts the first two-digit ZIP code of the MPO. You can determine the exact table and rule number applicable to the makeup and distribution of each category of mail originating at your MPO by finding your MPO number and reading across the chart.

POUCHING OF LETTER CLASS MAIL/FLATS PAID AT THE FIRST-CLASS RATE DESTINED TO THE UNITED STATES: USE THE FOLLOWING TABLES AND RULES BASED ON THE VOLUME OF MAIL GENERATED.

| IF MPO IS | 1ST DISTRIBUTION | 2ND DISTRIBUTION | 3RD DISTRIBUTION | FINAL DISTRIBUTION |
|-----------|------------------|------------------|------------------|--------------------|
| 09XXX | Table 1 | Table 3 Rule 1 | Table 5 Rule 1A | Table 5 Rule 2A&3A |
| 340XX | Table 1 | Table 3 Rule 1 | Table 5 Rule 1C | Table 5 Rule 2C&3C |
| 96XXX | Table 1 | Table 3 Rule 1 | Table 5 Rule 1B | Table 5 Rule 2B&3B |
| 98XXX | Table 1 | Table 3 Rule 1 | Table 5 Rule 1B | Table 5 Rule 2B&3B |

POUCHING OF PRIORITY, MILITARY ORDINARY MAIL, PARCEL AIRLIFT, SPACE AVAILABLE MAIL, AND SURFACE PARCEL MAIL DESTINED TO THE UNITED STATES, USE THE FOLLOWING TABLES AND RULES.

| IF MPO IS | PRI | MOM | PAL | SAM | SURFACE |
|-----------|-----------------|----------|----------|----------|-----------------|
| 09XXX | Table 6A Rule 1 | Table 7A | Table 8A | Table 9A | Table 11 Rule 1 |
| 340XX | Table 6A Rule 1 | Table 7A | Table 8A | Table 9A | Table 11 Rule 1 |
| 96XXX | Table 6B Rule 1 | Table 7B | Table 8B | Table 9B | Table 11 Rule 1 |
| 98XXX | Table 6B Rule 1 | Table 7B | Table 8B | Table 9B | Table 11 Rule 1 |

4. Changes in aircraft routes or changes in USPS policy on makeup of mail will require temporary changes to this handbook. Often such changes will be applicable to a limited number of MPOs. When changes are necessary, they will be announced by the Military Postal Service Agency (MPSA-MPT) by electrical message. If these changes become permanent, an appropriate change will be made to this handbook.

APPENDIX A--DISTRIBUTION, POUCHING, AND LABELING OF MILITARY MAIL

1. Prepare letter flat bundles giving sortation preference as follows:

a. FIRM DIRECTS. Ten or more letters or flats generated for an individual firm warrant preparation of a direct bundle. Do not include special delivery or certified mail in firm letter bundles. Use the Blue "F" pressure-sensitive label to indicate the content is a firm direct.

b. DIRECTS. Fifteen or more letters or flats generated for the same five-digit ZIP code area warrant preparation of direct bundles. Use the Red "D" pressure-sensitive label to indicate the content is a five-digit ZIP code direct.

c. MIXED CITY. Fifteen or more letters or flats addressed to a city assigned more than one ZIP code warrant preparation of a mixed city bundle. Use the Yellow "C" pressure-sensitive label to indicate content is a mixed city letter bundle.

d. AREA DISTRIBUTION CENTER (ADC). Ten or more letters or flats bearing specific three-digit ZIP codes warrant preparation of an ADC bundle. Use the black "A" pressure-sensitive label to indicate content is an ADC letter bundle.

e. STATE. Prepare state letter or flat bundles after all efforts to make up mail in accordance with a through d, above, have been accomplished.

(1) Distribute in accordance with the first three digits of the ZIP code regardless of the state address shown on the envelope. The three-digit designation, within a state and by state, is shown in Table 3. Establish letter cases in numerical sequence separations using the three-digit ZIP code. Begin

the sequence at the top left of the case from top to bottom. Show FIRM DIRECTS, DIRECTS, AND MIXED CITY separations, as appropriate, below or to the right of the related ZIP code separation.

(2) The sorting slot has "Header Information" indicating the inclusive first three ZIP code digits, followed by state name (abbreviated two-letter code). For example, DISTRICT (DIS) Pittsburgh, PA, reads 150-168, 260. Make up all mail falling within this ZIP code sequence in the Pittsburgh letter bundle(s), although the mail may bear a West Virginia State address. Wheeling, WV 260-, falls within the DISTRICT (DIS) Pittsburgh, PA, ZIP code sequence.

(3) Mail is processed by the USPS according to ZIP codes that do not always adhere to state boundaries. For example, mail addressed to Wheeling, WV, bears ZIP code 260-, which falls within the Pittsburgh ZIP code sequence of 158-168, 260. The delivery of mail to the Wheeling, WV, area is made by the Pittsburgh post office. Thus, routing by ZIP code rather than state is proper.

(4) Ten or more letters warrant preparation of a state package. Use the Orange "S" pressure-sensitive label to indicate the content is a state letter bundle. When a mixed pouch is opened at entry gateway, letter bundles with the pressure-sensitive Label "Orange S" are distributed to a predesignated ADC by the USPS, thereby maintaining the ADC concept.

f. MIXED STATES. When the volume of letter mail does not warrant distribution in accordance with a through e, above, make up letter mail as MIXED STATES according to the first digit of the ZIP code. When distribution of letter bundles according to the first digit and Table 5, Rules 1A, 1B, or 1C cannot be made, group the first digits in accordance with Table 5, Rules 2A, 2B, or 2C.

When the volume is insufficient for preparation of mixed state letter bundles in accordance with Table 5, Rules 2A, 2B, or 2C, prepare letter bundles in accordance with Table 5, Rule 3A, 3B, or 3C. Ten or more letters or flats constitute a sufficient volume for a mixed letter bundle.

2. Affix pressure-sensitive labels and nonstandard facing slips in accordance with Parts 431.922 and .923, Postal Operations Manual (reference (b)), and this handbook. Place special delivery and certified letters on top of appropriate letter or flats bundles with the postage (stamps or meter tapes) exposed.

3. Tables 1 through 4 contain instructions on arrangement of letter cases. Prior to establishment of letter cases, the dispatching MPO must determine the volume of mail that is being generated according to the first three digits of ZIP codes. Sortation of letter mail by these first three digits is accomplished after five-digit distribution in accordance with paragraphs 1a, b, and c has been accomplished.

4. The ultimate in sortation to the first three-digits is preparation of letter bundles to a designated Area Distribution Center (ADC). Table 1 shows the ADCs that process letter mail according to the first three-digits sortation. For example, DIS JFK NY 003 is the ADC for letter mail bearing the first three digits 005, 110-111, and 113-119. A bundle prepared with letters consisting of these first three digits constitutes an ADC letter bundle and is identified as such by affixing the black pressure-sensitive label "A." In addition, if the volume of letter bundles warrants a separate pouch, label it to DIS JFK 003.

5. Table 2 shows the USPS design of a letter case used to accomplish a total ADC distribution. This case does not run in true numerical sequence. It is designed in numerical sequence according to the ADC. The use of this case requires some training and total implementation is limited.

6. Table 3 contains a second option for distribution of letters into bundles according to the first three digits of the ZIP code. This concept also applies the ADC concept and provides for a state distribution according to the first three digits. Using Alabama as an example, prepare a single letter bundle for the first three digits 350-369 and affix the pressure-sensitive label "S." Applying this principle further, a direct pouch would be prepared for first three digits 350-369 and would be distributed into a single pouch and labeled to DIS Birmingham, AL 350-.

7. Table 4 is a standard three-digit letter case arranged in numerical sequence. If the volume of letters warrant ADC distribution shown in Table 1, the letters are added to this case. When constructing letter cases, ensure space is provided for letter bundles prepared in accordance with paragraphs 1a, b, and c, above, in addition to the three-digit distributions.

8. Table 5 provides the rules for preparation of letter bundles by small postal activities. This distribution of letter mail to CONUS is accomplished only when it is impossible to mass mail on a large postal activity where it is consolidated into distribution in accordance with Tables 1 and 3. Table 5 also provides the rule for pouching and labeling letter mail according to the first digit of the ZIP code. Only a few MPOs prepare sufficient volume of letter bundles for preparation of pouches in accordance with Table 1 or 3; thus, letter

bundles prepared are primarily distributed to pouches according to the first digit of the ZIP code in accordance with rules provided in Table 5.

9. MPO-addressed mail originating within a theater for delivery within the same theater shall be distributed and dispatched in accordance with instructions issued by Directors of Postal Operations within the command. MPOs aboard ships should bundle such mail separately, label it "Military Working," and dispatch it to the nearest serving Military Post Office/Fleet Mail Center (MPO/FMC).

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

| MAIL IS FOR ZIPS | POUCH LABEL TO READ |
|-------------------------|--------------------------|
| 005,110-111,113-119 | DIS JFK NY 003 |
| 006-009 | SCF SAN JUAN PR 006 |
| 010-016 | DIS SPRINGFIELD MA 010 |
| 017-026,055 | DIS BOSTON MA 021 |
| 027-029 | SCF PROVIDENCE RI 028 |
| 030-034,038-039 | DIS MANCHESTER NH 030 |
| 040-049 | DIS PORTLAND ME 040 |
| 035-037,050-054,056-059 | DIS WHITE RVR JCT VT 050 |
| 060-069 | DIS HARTFORD CT 060 |
| 070-079,088-089 | DIS NEWARK NJ 070 |
| 080-087 | DIS SOUTH JERSEY NJ 080 |
| 100-104,112 | NEW YORK NY 100 |
| 004,105-109,127 | DIS WESTCHESTER NY 105 |
| 120-126,128-129 | DIS ALBANY NY 120 |
| 130-139 | DIS SYRACUSE NY 130 |
| 140-149 | DIS BUFFALO NY 140 |
| 150-168,260 | DIS PITTSBURGH PA 150 |

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

| MAIL IS FOR ZIPS | POUCH LABEL TO READ |
|-------------------|-------------------------|
| 169-178 | DIS HARRISBURG PA 170 |
| 179-196 | DIS PHILADELPHIA PA 190 |
| 197-199 | DIS WILMINGTON DE 197 |
| 200-205 | WASHINGTON DC 200 |
| 206-219, 254, 267 | DIS BALTIMORE MD 210 |
| 220-229 | DIS NORTHERN VA 220 |
| 230-239 | DIS RICHMOND VA 230 |
| 240-249 | DIS ROANOKE VA 240 |
| 250-253, 255-259 | DIS CHARLESTON WV 250 |
| 261-266, 268 | DIS CLARKSBURG WV 263 |
| 270-279 | DIS GREENSBORO NC 270 |
| 280-289 | DIS CHARLOTTE NC 280 |
| 290-299 | DIS COLUMBIA SC 290 |
| 300-309, 311 | DIS ATLANTA GA 300 |
| 310, 312-319 | DIS MACON GA 310 |
| 320-326 | DIS JACKSONVILLE FL 320 |
| 330-334, 340 | DIS MIAMI FL 330 |

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

| MAIL IS FOR ZIPS | POUCH LABEL TO READ |
|--------------------------------|-------------------------|
| 327-329, 335-339 | DIS TAMPA FL 335 |
| 350-359 | DIS BIRMINGHAM AL 350 |
| 360-368 | DIS MONTGOMERY AL 360 |
| 370-374, 376-379 | DIS NASHVILLE TN 370 |
| 375, 380-386, 723 | DIS MEMPHIS TN 380 |
| 369, 387-397 | DIS JACKSON MS 390 |
| 400-409, 411-427, 471 | DIS LOUISVILLE KY 400 |
| 430-439 | DIS COLUMBUS OH 430 |
| 440-449 | DIS CLEVELAND OH 440 |
| 410, 450-459, 470 | DIS CINCINNATI OH 450 |
| 460-469, 472-479 | DIS INDIANAPOLIS IN 460 |
| 480-489 | DIS DETROIT MI 481 |
| 490-497 | DIS GRAND RAPIDS MI 493 |
| 500-508, 520-528, 612 | DIS DES MOINES IA 500 |
| 498-499, 530-539, 541-545, 549 | DIS MILWAUKEE WI 530 |
| 540, 546-548, 550-551, 556-559 | DIS ST PAUL MN 550 |
| 553-554, 560-564, 566 | DIS MINNEAPOLIS MN 553 |

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

| MAIL IS FOR ZIPS | POUCH LABEL TO READ |
|---------------------------|--------------------------|
| 570-577 | DIS SIOUX FALLS SD 570 |
| 565, 567, 580-588 | DIS FARGO ND 580 |
| 590-599, 821 | DIS BILLINGS MT 590 |
| 600-603, 610-611, 613-616 | DIS NORTH SUBN IL 600 |
| 606 | CHICAGO IL 606 |
| 604-605, 609, 617-619 | DIS NORTH SUBN IL 608 |
| 620-639, 654-655 | DIS ST LOUIS MO 630 |
| 640-653, 656-668 | DIS KANSAS CITY MO 640 |
| 669-679, 739 | DIS WICHITA KS 670 |
| 510-516, 680-693 | DIS OMAHA NE 680 |
| 700-708 | DIS NEW ORLEANS LA 700 |
| 710-714 | DIS SHREVEPORT LA 710 |
| 716-722, 724-729 | DIS LITTLE ROCK AR 720 |
| 730-732, 734-738 | DIS OKLAHOMA CITY OK 730 |
| 740-749 | DIS TULSA OK 740 |
| 750-759 | DIS DALLAS TX 752 |
| 760-769, 790-799 | DIS FT WORTH TX 760 |

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

| MAIL IS FOR ZIPS | POUCH LABEL TO READ |
|-------------------------|---------------------------|
| 770-778 | DIS HOUSTON TX 770 |
| 733,779-789 | DIS SAN ANTONIO TX 780 |
| 800-816 | DIS DENVER CO 800 |
| 820,822-828 | DIS CHEYENNE WY 820 |
| 832-834,836-837,979 | DIS BOISE ID 836 |
| 829-831,840-847,893,898 | DIS SALT LAKE CITY UT 840 |
| 850-865 | DIS PHOENIX AZ 852 |
| 870-884 | DIS ALBUQUERQUE NM 870 |
| 890-891,894-897 | DIS LAS VEGAS NV 890 |
| 900 | LOS ANGELES CA 900 |
| 902-918 | DIS LAX-A CA 900 |
| 920-935 | DIS LAX-B CA 901 |
| 940-949 | DIS SAN FRANCISCO CA 940 |
| 936-939,950-961 | DIS SAN FRANCISCO CA 942 |
| 967-969 | DIS HONOLULU HI 967 |
| 970-978,986 | DIS PORTLAND OR 970 |
| 835,838,980-985,988-994 | DIS SEATTLE WA 980 |
| 995-999 | DIS SEA-TAC 980 |

TABLE 2 ADC LETTER CASE (PRIMARY)

| | | | | | | | | | |
|-----------------------------|----------------------------|---------------------------------|--------------------------|--------------------------------|----------------------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|
| DIS SAN JUAN PR 006 | NEW YORK NY 100 | DIS WILMINGTON DE 197 | ATLANTA GA 300 | DIS NASHVILLE TN 370 | INDIANAPOLIS IN 460-469 | BILLINGS MT 590 | NEW ORLEANS LA 700 | DIS CHEYENNE WY 820 | DIS SAN FRANCISCO CA 924 |
| 006-009 | 100-104, 112 | 197-199 | 300-309, 311 | 370-374 | 460-469 | 590-599, 821 | 700-708 | 820, 822-828 | 936-939 |
| DIS SPRINGFIELD MA 010 | | | | 376-379 | 472-479 | | DIS SHREVEPORT LA 710 | DIS BOISE ID 836 | 950-961 |
| 010-016 | | | | | | | 710-714 | 832-834, | |
| | | | | | | | | 836-837, 979 | |
| DIS BOSTON MA 021 | DIS WESTCHESTER NY 105 | WASHINGTON DC 200 | DIS MACON GA 310 | DIS MEMPHIS TN 380 | DIS DETROIT MI 481 | DIS N. SUBN IL 600 | DIS LITTLE ROCK AR 720 | DIS SALT LAKE CITY UT 840 | DISCF HONOLULU HI 967 |
| 017-026, 055 | 1004, 105-109, 127 | 200-205 | 310, 312-319 | 375, 380-386 | 480-489 | 600-603, | 716-722 | 829-831, | |
| DIS JFK NY 03001 | | | | 723 | | 610-611 | 724-729 | 840-847, 893 | |
| | 005, 110-111 | | | | | 613-616 | | 898 | |
| | 113-119 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| DIS PROVIDENCE RI 028 | DIS ALBANY NY 120 | DIS BALTIMORE MD 210 | DIS JACKSON MS 390 | DIS GRAND RAPIDS MI 493 | DIS CHICAGO IL 606 | DIS OKLAHOMA CITY OK 730 | DIS ALBUQUERQUE NM 870 | DIS SEATTLE WA 980 | |
| 027-029 | 120-126 | 206-219, 254, | 320-326 | 490-497 | 606 | 730-732 | 870-884 | 835, 838, 980-985 | |
| | 128-129 | 267 | | | | 734-738 | | 988-994 | |
| DIS MANCHESTER NH 030 | DIS SYRACUSE NY 130 | | | DIS DES MOINES IA 500 | | DIS TULSA OK 740 | DIS LAS VEGAS NV 890 | | |
| 030-034, 038-039 | 130-139 | | | 500-508, 520-528, 612 | | 740-749 | 890, 891 | | |
| DIS PORTLAND ME 040 | DIS BUFFALO NY 140 | DIS NORTHERN VIRGINIA VA 220 | DIS MIAMI FL 330 | DIS MILWAUKEE WI 530 | DIS N. SUBN IL 608 | DIS DALLAS TX 752 | DIS LOS ANGELES CA 900 | DIS SEA-TAC WA 980 | |
| 040-049 | 140-149 | 220-229 | 330-334, 340 | 498-499, 530-539, 541-545, 549 | 604-605, 609, 617-619 | 750-759 | 900 | 995-999 | |
| DIS WHITE RIV JCT VT 050 | | DIS RICHMOND VA 230 | | | | | | | |
| 035-037, 050-054, 056-059 | | 230-239 | | | | | | | |
| DIS HARTFORD CT 060 | DIS PITTSBURGH PA 150 | DIS ROANOKE VA 240 | DIS TAMPA FL 335 | DIS ST PAUL MN 550 | DIS ST LOUIS MO 630 | DIS FT WORTH TX 760 | DIS LAX-A CA 900 | | |
| 060-069 | 150-168, 260 | 240-249 | 327-329 | 540, 546-548 | 620-639 | 760-769 | 902-918 | | |
| | | DIS CHARLESTON WV 250 | 335-339 | 550-551 556-559 | 654-655 | 790-799 | | | |
| | | 250-253 | | | | | | | |
| | | 255-259 | | | | | | | |
| DIS NEWARK NJ 070 | DIS HARRISBURG PA 170 | DIS CLARKSBURG WV 263 | DIS BIRMINGHAM AL 350 | DIS MINNEAPOLIS MN 553 | DIS KANSAS CITY MO 640 | DIS HOUSTON TX 770 | DIS LAX-B CA 901 | | |
| 070-079 | 149-178 | 261-266 268 | 350-359 | 440-449 | 640-653 656-668 | 770-778 | 920-935 | | |
| 088-089 | | DIS GREENSBORO NC 270 | | 566 | | DIS SAN ANTONIO TX 780 | | | |
| | | 270-279 | | | | 733, 779-789 | | | |
| DIS SOUTH JERSEY NJ 080 | DIS PHILADELPHIA PA 190 | DIS CHARLOTTE NC 280 | DIS MONTGOMERY AL 360 | DIS SIOUX FALLS SD 570 | DIS WICHITA KS 670 | DIS DENVER CO 800 | DIS SAN FRANCISCO CA 940 | | |
| 080-087 | 179-196 | 280-289 | 360-368 | 410, 450-459 | 669-679, 739 | 800-816 | | | |
| | | DIS COLUMBIA SC 290 | | 470 | DIS FARGO ND 580 | DIS OMAHA NE 680 | | | |
| | | 290-299 | | | 565, 567, 580-588 | 510-516 | | | |
| | | | | | | 680-693 | | | |

APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

| State of | | Three-Digit ZIP Code | | Prepare letter bundles as state directs to Area Distribution Centers (ADCs). | |
|------------|-----------|---|---------------------------|--|--|
| Sequence | | ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5. | | Pouch letter bundles in orange equipment and label as state direct to the | |
| AL | 350 - 369 | | DIS BIRMINGHAM AL 350 | | |
| AK | 995 - 999 | | DIS SEA-TAC 980 | | |
| AZ | 850 - 865 | | DIS PHOENIX AZ 852 | | |
| AR | 716 - 729 | | DIS LITTLE ROCK AR 720 | | |
| CA | 900 - 966 | | DIS SAN FRANCISCO CA 940 | | |
| CO | 800 - 816 | | DIS DENVER CO 800 | | |
| CT | 060 - 069 | | DIS HARTFORD CT 060 | | |
| DE | 197 - 199 | | SCF WILMINGTON DE 197 | | |
| Wash DC | 200 - 205 | | DIS WASHINGTON DC 200 | | |
| FL | 320 - 340 | | DIS JACKSONVILLE FL 320 | | |
| GA | 300 - 319 | | DIS ATLANTA GA 300 | | |
| HI & Pac I | 967 - 969 | | SCF HONOLULU HI 967 | | |
| ID | 832 - 838 | | DIS BOISE ID 836 | | |
| IL | 600 - 629 | | DIS NORTH SUBURBAN IL 600 | | |
| IN | 460 - 479 | | DIS INDIANAPOLIS IN 460 | | |
| IA | 500 - 528 | | DIS DES MOINES IA 500 | | |
| KS | 660 - 679 | | DIS WICHITA KS 670 | | |
| KY | 400 - 427 | | DIS LOUISVILLE KY 400 | | |
| LA | 700 - 714 | | DIS NEW ORLEANS LA 700 | | |
| ME | 040 - 049 | | DIS PORTLAND ME 040 | | |
| MD | 206 - 219 | | DIS BALTIMORE MD 210 | | |
| MA | 010 - 026 | | DIS BOSTON MA 021 | | |
| MI | 480 - 499 | | DIS DETROIT MI 481 | | |
| MN | 550 - 567 | | DIS ST PAUL MN 550 | | |
| MS | 387 - 397 | | DIS JACKSON MS 390 | | |

APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

Prepare letter bundles as state directs to Area Distribution Centers (ADCs).

Pouch letter bundles in orange equipment and label as state direct to the

ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5.

| State of | Three-Digit ZIP Code | Sequence |
|----------|----------------------|---|
| MO | 630 - 658 | DIS ST LOUIS MO 630 |
| MT | 590 - 599 | DIS BILLINGS MT 590 |
| NE | 680 - 693 | DIS OMAHA NE 680 |
| NV | 890 - 898 | DIS LAS VEGAS NV 890 |
| NH | 030 - 039 | DIS MANCHESTER NH 030 |
| NJ | 070 - 089 | DIS NEWARK NJ 070 |
| NM | 870 - 884 | DIS ALBUQUERQUE NM 870 |
| NY | 090 - 149 | AMF KENNEDY NY 00300 |
| | 105 - 111, | AMF KENNEDY NY 00300 |
| | 113 - 149 | |
| NC | 270 - 289 | DIS GREENSBORO NC 270 |
| ND | 580 - 588 | DIS FARGO ND 580 |
| OH | 430 - 459 | DIS COLUMBUS OH 430 |
| OK | 730 - 749 | DIS OKLAHOMA CITY OK 730 |
| OR | 970 - 979 | DIS PORTLAND OR 970 |
| PA | 150 - 196 | DIS PITTSBURGH PA 150 |
| PR & VI | 006 - 009 | SCF SAN JUAN PR 006 |
| | | When volume of letter bundles do not warrant direct pouch, dispatch with mail labeled to AMF KENNEDY NY 00300 |
| RI | 027 - 029 | SFC PROVIDENCE RI 028 |
| SC | 290 - 299 | DIS COLUMBIA SC 290 |
| SD | 570 - 577 | DIS SIOUX FALLS SD 570 |
| TN | 370 - 386 | DIS NASHVILLE TN 370 |
| TX | 750 - 799 | DIS DALLAS TX 752 |
| UT | 840 - 847 | DIS SALT LAKE CITY UT 840 |

APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

| Prepare letter bundles as state directs to Area Distribution Centers (ADCs). | | |
|--|----------------------|----------------------------|
| Pouch letter bundles in orange equipment and label as state direct to the | | |
| ADC if volume warrants. If insufficient volume for this distribution, pouch | | |
| letter bundles in accordance with the appropriate Rule Table 5. | | |
| State of | Three-Digit ZIP Code | Sequence |
| VT | 050 - 059 | DIS WHITE RIVER JCT VT 050 |
| VA | 220 - 246 | DIS NORTHERN VA 220 |
| WA | 980 - 994 | DIS SEATTLE WA 980 |
| WV | 247 - 268 | DIS CHARLESTON WV 250 |
| WI | 530 - 549 | DIS MILWAUKEE WI 530 |
| WY | 820 - 831 | DIS CHEYENNE WY 820 |

APPENDIX A, TABLE 4--STANDARD THREE-DIGIT ZIP CODE LETTER CASE

| | | | | | | | | | | |
|---------|----------|----------|-----------|---------|----------|----------|----------|----------|----------|----------|
| 010-026 | 1006-009 | 1100-149 | 1200-205 | 300-319 | 1430-459 | 1570-577 | 1660-679 | 1800-816 | 1890-898 | 1980-994 |
| (MA) | PR, VI | (NY) | (WASH DC) | (GA) | (OH) | (SD) | (KS) | (CO) | (NV) | (WA) |
| | | | | | | | | | | |
| 028-029 | | | 1206-219 | 320-339 | 1460-479 | 1580-588 | 1680-693 | 1820-831 | 1900-961 | 1995-999 |
| (RI) | | | (MD) | (FL) | (IN) | (ND) | (NE) | (WY) | (CA) | (AK) |
| | | | | | | | | | | |
| 030-038 | 1070-089 | | 1220-246 | 350-369 | 1480-499 | 1590-599 | 1700-714 | 1832-838 | | |
| (NH) | (NJ) | | (VA) | (AL) | (MI) | (MT) | (LA) | (ID) | | |
| | | | | | | | | | | |
| 039-049 | | 1150-196 | 1247-268 | 370-385 | 1500-527 | 1600-629 | 1716-729 | 1840-847 | | |
| (ME) | | (PA) | (WV) | (TN) | (IA) | (IL) | (AR) | (UT) | | |
| | | | | | | | | | | |
| 050-059 | | | 1270-289 | 386-397 | 1530-549 | | 1730-749 | 1850-865 | 1967-969 | |
| (VT) | | | (NC) | (MS) | (WI) | | (OK) | (AZ) | (HI) | |
| | | | | | | | | | | |
| 060-069 | | 1197-199 | 1290-299 | 400-427 | 1550-567 | 1630-658 | 1750-779 | 1870-884 | 1970-979 | (INTER- |
| (CT) | | (DE) | (SC) | (KY) | (MN) | (MO) | (TX) | (NM) | (OR) | NATIONAL |
| | | | | | | | | | | (MAIL) |
| | | | | | | | | | | |

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1A--MAIL ORIGINATING AT 09XXX MILITARY POST OFFICES (APO/FPO)

AND FIRST DIGIT PREPARE FACING SLIP AND LABEL TO READ:

IF VOLUME OF ZIP CODE IS

DIS BOSTON MA 021
(MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE
DISPATCHED IN ZIP CODE 1 POUCH)

0 AMF KENNEDY NY 00300

1 DIS WASHINGTON DC 200

2 DIS ATLANTA GA 300

3 DIS CINCINNATI OH 450

4 DIS NORTH SUBURBAN IL 600

5 DIS DALLAS TX 752

6 DIS DENVER CO 800

7 DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE, WA)

AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH OTHER CITIES)
(IF VOLUME WARRANTS, MAIL FOR WA, AK, OR,
& SEATTLE APO/FPO, LABEL TO DIS SEATTLE
WA 983)

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1B--MAIL ORIGINATING AT 96XXX and 98XXX MILITARY POST OFFICES (APO/FPO)

PREPARE FACING SLIP AND LABEL TO READ:

IF VOLUME AND FIRST DIGIT OF ZIP CODE IS

DIS BOSTON MA 021
(MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE
DISPATCHED IN ZIP CODE 1 POUCH)

IF VOLUME OF INDI-
VIDUAL LETTERS OR
LETTER BUNDLES
PREPARED DO NOT
WARRANT DISTRI-
BUTION OR POUCHING
IN ACCORDANCE WITH
TABLES 1 OR 3

- | | |
|---|---|
| 1 | AMF KENNEDY NY 00300 |
| 2 | DIS WASHINGTON DC 200 |
| 3 | DIS ATLANTA GA 300 |
| 4 | DIS CINCINNATI OH 450 |
| 5 | SEE FIRST DIGIT 6 AND 9 BELOW |
| 6 | DIS NORTH SUBURBAN IL 600 (PLUS STATES OF IA, MN, AND WI) |
| 7 | DIS DALLAS TX 752 |
| 8 | DIS DENVER CO 800 |
| 9 | EX:CA DIS SEATTLE WA 980 (PLUS MAIL FOR THE STATES OF ND, SD, AND MT) |

AMF SAN FRANCISCO CA 94001 (MAIL FOR THE STATE OF CALIFORNIA ONLY
ZIP 900-966)

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1C--MAIL ORIGINATING AT 340XX MILITARY POST OFFICES (APO/FPO)

AND FIRST DIGIT PREPARE FACING SLIP AND LABEL TO READ:

IF VOLUME OF ZIP CODE IS

DIS BOSTON MA 021
(MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE
DISPATCHED IN ZIP CODE 1 POUCH)

IF VOLUME OF INDI-
VIDUAL LETTERS OR
LETTER BUNDLES
PREPARED DO NOT
WARRANT DISTRIBU-
TION OR POUCHING
IN ACCORDANCE WITH
TABLES 1 OR 3

| | |
|---|----------------------------|
| 1 | AMF KENNEDY NY 00300 |
| 2 | DIS WASHINGTON DC 200 |
| 3 | DIS MIAMI FL 330 |
| 4 | DIS CINCINNATI OH 450 |
| 5 | |
| & | DIS NORTH SUBURBAN IL 600 |
| 6 | |
| 7 | DIS HOUSTON TX 770 |
| 8 | DIS DENVER CO 800 |
| 9 | AMF SAN FRANCISCO CA 94001 |

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2A & 3A--MAIL ORIGINATING AT 09XXX MILITARY POST OFFICES (APO/FPO)

R
U
L
E

AND FIRST DIGIT
OF ZIP CODE IS

IF VOLUME
OF INDIVIDUAL LTRS
(10 OR MORE) OR
VOLUME OF LTR
BUNDLES (1/3 OF
A POUCH OR 10
POUNDS) DOES NOT
WARRANT DISTRIBU-
TION IN ACCORDANCE
WITH RULE 1A, THIS
TABLE

0
1
2

3
&
7

4
5
6

8
&
9

DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA)
AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH OTHER CITIES)

3A INSUFFICIENT FOR
RULE 2A

ALL ZIP CODES AMF KENNEDY NY 00300

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2B & 3B--MAIL ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

R
U
L
E

AND FIRST DIGIT PREPARE FACING SLIP AND LABEL TO READ:
OF ZIP CODE IS

IF VOLUME

OF INDIVIDUAL LTRS
(10 OR MORE) OR
VOLUME OF LTR

BUNDLES (1/3 OF

A POUCH OR 10

POUNDS) DOES NOT

WARRANT DISTRIBU-

2B TION IN ACCORDANCE

WITH RULE 1B, THIS

TABLE

0

AMF KENNEDY NY 00300

1

2

3

4

5

6

4 & 6

PLUS STATES DIS NORTH SUBURBAN IL 600

OF MN, WI, IA

8 & 9

DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA)

PLUS STATES

OF ND, SD, MT

AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH SAN FRANCISCO)

(NOTE:)

IN THE EVENT THAT OVERSEAS FLIGHTS SERVE SEATTLE WA ONLY, ALL

FIRST DIGIT ZIP CODE MAIL WILL BE ROUTED TO DIS SEATTLE WA 980.

WHEN SAN FRANCISCO CA ONLY IS SERVED, MAIL WILL BE ROUTED TO

AMF SAN FRANCISCO CA 94001

DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA)

3B INSUFFICIENT FOR

RULE 2B, ABOVE

ALL ZIP CODES

AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH SAN FRANCISCO

CA 94001)

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2C & 3C--MAIL ORIGINATING AT 340XX MILITARY POST OFFICES (APO/FPO)

R
U
L
E

AND FIRST DIGIT PREPARE FACING SLIP AND LABEL TO READ:
OF ZIP CODE IS

IF VOLUME

OF INDIVIDUAL LTRS
(10 OR MORE) OR
VOLUME OF LTR
BUNDLES (1/3 OF
A POUCH OR 10
POUNDS) DOES NOT
WARRANT DISTRIBU-
TION IN ACCORDANCE
WITH RULE 1C, THIS
TABLE

0 DIS WASHINGTON DC 200
1
2

3 DIS HOUSTON TX 770 (WHEN ENTRY IS THROUGH HOUSTON TX)
& DIS MIAMI FL 330 (WHEN ENTRY IS THROUGH MIAMI FL)
7

4 DIS NORTH SUBURBAN IL 600
5
6

8 DIS DENVER CO 800
&
9

3C INSUFFICIENT FOR
RULE 2C ABOVE

ALL ZIP CODES DIS MIAMI FL 330

APPENDIX A, TABLE 6A--FIRST-CLASS ZONE RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL
MAIL ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE AVAILABLE AND USED

| R U L E | IF MAIL IS MARKED | AND FIRST DIGIT OF ZIP CODE IS | THEN SACK IN | AND LABEL SACK TO | AND AFFIX | |
|------------------|----------------------|-----------------------------------|--------------|----------------------------|--------------------|--------------------------|
| | | | | | PROPER DESTINATION | TAG/LABEL IF REQUIRED |
| 1 | PRIORITY | 0 | | DIS BOSTON MA 021 | | |
| | | 1 | | AMF KENNEDY NY 00300 | | |
| | | 2 | | DIS WASHINGTON DC 200 | | |
| | | 3 | ORANGE | DIS ATLANTA GA 300 | | |
| | | 4 | MAILBAGS | | | |
| | | 5 | | | | |
| | | 6 | | AMF O'HARE IL 60666 | | |
| | | 7 | | DIS DALLAS TX 752 | | |
| | | 8 | | AMF SAN FRANCISCO CA 94001 | | |
| | | & | | OR | | |
| | | 9 | | DIS SEATTLE WA 980 | | |

APPENDIX A, TABLE 6B--FIRST-CLASS ZONE RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL
MAIL ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE AVAILABLE AND USED

| R U L E | IF MAIL IS MARKED | AND FIRST DIGIT OF ZIP CODE IS | THEN SACK IN | AND LABEL SACK TO | AND AFFIX PROPER DESTINATION | |
|------------------|----------------------|-----------------------------------|--------------|----------------------------|---------------------------------|--|
| | | | | | TAGS/LABELS IF REQUIRED | |
| | | 0 | | AMF KENNEDY NY 00300 | | |
| | | & | | | | |
| | | 1 | | | | |
| | | 4 & 6 | | | | |
| | | PLUS STATES OF | | | | |
| | | MN, WI, & IA | | AMF O'HARE IL 60666 | | |
| | | 2 PLUS | | | | |
| | | STATES OF | | | | |
| | | ND, SD, MT, WA, OR, AK | ORANGE | DIS SEATTLE WA 980 | | |
| | | 3, 7, 8, PLUS | | | | |
| | | STATES OF | MAILBAGS | | | |
| | | CA | | AMF SAN FRANCISCO CA 94001 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

APPENDIX A, TABLE 6C--FIRST-CLASS ZONE RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL MAIL
ORIGINATING AT 09XXX/96XXX, 98XXX, and 340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE NOT AVAILABLE OR USED

R
U
L
E

| IF MAIL IS MARKED | AND MAIL ORIGI- NATES AT (MPO) (APO/FPO) | AND FIRST DIGIT OF ZIP CODE IS | AND ENTRY POINT IS | THEN SACK IN | AND LABEL SACK TO | AND AFFIX |
|----------------------|--|-----------------------------------|-----------------------|-----------------|-------------------|-----------|
|----------------------|--|-----------------------------------|-----------------------|-----------------|-------------------|-----------|

| | | | | | | |
|---|----------|----------------|-----------------------|---------------|----------------------|-------------|
| 1 | PRIORITY | NEW YORK 09XXX | ALL ZIPS | NEW YORK NY | AMF KENNEDY NY | 00300 |
| | | SEATTLE 98XXX | 0,1,2,4,5,6 & | | | |
| | | SAN FRANCISCO | STATES OF | | | |
| | | 96XXX | WA, OR, & AK | SEATTLE WA | DIS SEATTLE WA | 980 |
| | | SEATTLE 98XXX | 3, 7, 8 & | | AMF SAN FRANCISCO CA | |
| | | SAN FRANCISCO | STATE OF CA | SAN FRANCISCO | 94001 | PROPER |
| | | 96XXX | CA | | | |
| | | SEATTLE 98XXX | | ORANGE | | DESTINATION |
| | | SAN FRANCISCO | ALL ZIPS ¹ | SEATTLE WA | DIS SEATTLE WA | 980 |
| | | 96XXX | | MAILBAGS | | TAG/LABEL |
| | | SEATTLE 98XXX | ALL ZIPS ¹ | SAN FRANCISCO | AMF SAN FRANCISCO CA | |
| | | SAN FRANCISCO | | CA | 94001 | |
| | | 96XXX | | | | |
| | | MIAMI 340XX | ALL ZIPS | MIAMI FL | DIS MIAMI FL | 330 |
| | | | | | | |

¹ APPLICABLE WHEN SAN FRANCISCO, CA, OR SEATTLE, WA, IS THE ONLY ENTRY POINT TO WHICH MAIL CAN BE ROUTED.

APPENDIX A, TABLE 7A--MILITARY ORDINARY MAIL (MOM)--MILITARY MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS MARKED "MOM" | THEN SACK IN | WHEN ENTRY POINT IS | THEN LABEL SACK TO | AND AFFIX |
|---|------------------|---|---------------------------------|--|
| IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS | | NEW YORK NY MCQUIRE AFB NJ DOVER AFB DE | FOREIGN CENTER NY 099 PP MOM | APPROPRIATE DESTI- NATION TAG (AIR- PORT CODED TAG) FOR ARRIVAL AIRPORT IF REQUIRED BY APPEN- DIX C |
| MARKINGS | GRAY MAILBAGS | CHARLESTON AFB SC | DIS CHARLESTON SC 294 PP MOM | |
| | | MIAMI FL | DIS MIAMI FL 330 PP MOM | |
| | | NORFOLK VA | DIS NORFOLK VA 235 PP MOM | |

APPENDIX A, TABLE 7B--MILITARY ORDINARY MAIL (MOM)--MILITARY MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS MARKED "MOM" | THEN SACK IN GRAY | AND STATE OR FIRST DIGIT OF ZIP CODE IS | THEN LABEL SACK TO | AND AFFIX APPROPRIATE |
|---|-------------------------|---|--------------------------------------|--|
| IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS MARKINGS | MAILBAGS | 0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA | AMF SEATTLE WA 98158 PP MOM | DESTINATION TAG (AIRPORT CODED TAG) FOR ARRIVAL AIRPORT IF RE- QUIRED BY APPEN- DIX C |
| | | CA 3, 7, & 8 | AMF SAN FRANCISCO CA 94001 PP MOM | |

APPENDIX A, TABLE 8A--PARCEL AIRLIFT MAIL (PAL)--ORIGINATING AT 09XXX/340XX
MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS MARKED | THEN SACK IN | WHEN ENTRY POINT IS | THEN LABEL SACK TO | AND AFFIX |
|----------------------|-----------------|---|---------------------------------|---|
| | | NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE | AMF KENNEDY NY 00300 PP PAL | PS TAG 18 (PAL) AND APPROPRIATE DESTI- |
| | | | | NATION TAG (AIRPORT |
| PAL | RED | CHARLESTON AFB SC | DIS CHARLESTON SC 294 PP PAL | CODED TAG) |
| | MAILBAGS | MIAMI FL | DIS MIAMI FL 330 PP PAL | IF REQUIRED BY |
| | SEPARATE | NORFOLK VA | DIS NORFOLK VA 235 PP PAL | APPENDIX C |
| | FROM SAM | | | |

APPENDIX A, TABLE 8B--PARCEL AIRLIFT MAIL (PAL)--ORIGINATING AT 96XXX/98XXX
MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS MARKED | THEN SACK IN | AND STATE OR FIRST DIGIT OF ZIP CODE IS | THEN LABEL SACK TO | AND AFFIX |
|----------------------|-----------------|---|--------------------------------------|---|
| PAL | RED | 0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA | AMF SEATTLE WA 98158 PP PAL | PS TAG 18 (PAL) AND APPROPRIATE DESTI- |
| | MAILBAGS | | | NATION TAG |
| | | CA 3, 7, & 8 | AMF SAN FRANCISCO CA 94001 PP PAL | IF REQUIRED BY APPENDIX C |

APPENDIX A, TABLE 9A--SPACE AVAILABLE MAIL (SAM)--ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS | THEN SACK IN | WHEN ENTRY POINT IS | THEN LABEL SACK TO | AND AFFIX |
|------------|-----------------|---|---------------------------------|--|
| | | NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE | FOREIGN CENTER NY 099 PP SAM | APPROPRIATE DESTI- NATION TAG/LABEL |
| ENTITLED | RED | CHARLESTON AFB SC | DIS CHARLESTON SC 294 PP SAM | IF REQUIRED BY APPENDIX C |
| TO | EQUIPMENT | MIAMI FL | DIS MIAMI FL 330 PP SAM | |
| SAM | | NORFOLK VA | DIS NORFOLK VA 235 PP SAM | |
| SERVICE | | | | |

APPENDIX A, TABLE 9B---SPACE AVAILABLE MAIL (SAM)---ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS | THEN SACK IN | AND STATE OR FIRST DIGIT OF ZIP CODE IS | THEN LABEL SACK TO | AND AFFIX APPROPRIATE DESTI- |
|-------------|-----------------|--|----------------------------|---------------------------------|
| ENTITLED TO | RED | 0, 1, 2, 4, 5, 6, & 9 | AMF SEATTLE WA 98158 | NATION TAG (AIR- |
| SAM | MAILBAGS | EXCEPT STATE OF CA | PP SAM | PORT TAG) FOR |
| SERVICE | | CA | AMF SAN FRANCISCO CA 94001 | ARRIVAL AIRPORT IF |
| | | 3, 7, & 8 | PP SAM | REQUIRED BY APPEN- |
| | | | | DIX C |

APPENDIX A, TABLE 10--SMALL PARCELS AND ROLLS (SPRs)--PAID AT THE FIRST-CLASS RATE OF POSTAGE--
MAIL ORIGINATING AT MILITARY POST OFFICES (APO/FPO)

| IF CONTENT IS | THEN SACK IN | AND LABEL | AND AFFIX |
|--------------------|------------------|-----------------------------------|--------------------|
| 1/3 OF A POUCH | ORANGE MAILBAGS, | IN THE SAME MANNER AS LETTER MAIL | PROPER DESTINATION |
| OR 10 POUNDS FOR | POUCHED | | TAG/LABEL IF RE- |
| A SPECIFIC FIRST | SEPARATELY FROM | | QUIRED BY APPEN- |
| DIGIT ZIP CODE | LETTER MAIL | | DIX C |
| INSUFFICIENT | ORANGE MAILBAGS, | IN THE SAME MANNER AS LETTER MAIL | PROPER DESTINATION |
| VOLUME FOR DISTRI- | POUCHED | | TAG/LABEL IF RE- |
| BUTION AS ABOVE | | | QUIRED BY APPEN- |
| | LETTER MAIL | | DIX C |

APPENDIX A, TABLE 11—SURFACE MAIL

| IF MAIL IS | THAT CONSIST OF | THEN SACK | WHEN ENTRY POINT IS | THEN LABEL SACK TO |
|------------|--|---|---------------------|-----------------------------|
| | THIRD AND FOURTH- CLASS PERSONAL PAR- CEL MAILINGS, BEING RETURNED TO SENDER OR FORWARDED, THAT DID NOT QUALIFY FOR SAM OR PAL SERVICE AT TIME OF ORIGINAL MAILING | IN CANVAS EQUIPMENT FOR MOVEMENT IN SURFACE CON- TAINERS. WHEN ADEQUATE SURFACE TRANSPORTATION IS NOT AVAILABLE, SACK IN RED MAILBAGS AND DIS- PATCH AS SAM | NEW YORK | FOREIGN CENTER 099 PP |
| | | | CHARLESTON SC | DIS CHARLESTON SC 294 PP |
| PERSONAL | AND/OR | | SAN FRANCISCO CA | DIS OAKLAND CA 945 PP |
| OR | OFFICIAL INDICIA OR OFFICIAL METERED | | SEATTLE WA | DIS SEATTLE WA 980 PP |
| OFFICIAL | PARCELS BEARING THE FOLLOWING MARKINGS: THIRD CLASS FOURTH CLASS | | MIAMI FL | DIS MIAMI FL 330 PP |
| | | | HAWAII | DIS ANCHORAGE AK 995 PP |
| | | | ALASKA | DIS NORFOLK VA 235 PP |
| | | | NORFOLK VA | |

APPENDIX A, TABLE 12--OFFICIAL DIRECTS AND COMMAND POUCH SERVICE

| IF MAIL IS | AND ADDRESSED TO | THEN LABEL SACK TO | SPECIAL INSTRUCTIONS |
|------------|--|--|---|
| | DEPARTMENT OF DEFENSE ACTIVITIES WITH ZIP CODE 20301 | WASHINGTON DC 20301 OFL DOD PENTAGON | THE TYPE OF MAILBAG EQUIPMENT USED IS DETERMINED BY THE CLASSIFICATION OF MAIL AND SERVICE REQUIRED |
| | DEPARTMENT OF ARMY ACTIVITIES WITH ZIP CODE 20310 | WASHINGTON DC 20310 OFL HQ ARMY PENTAGON | |
| | HQ US AIR FORCE AC- TIVITIES WITH ZIP CODE 20330 | WASHINGTON DC 20330 OFL HQ USAF PENTAGON | |
| | CNO (NAVY ACTIVITIES) WITH ZIP CODE 20350 | WASHINGTON DC 20350 OFL HQ OPNAV PENTAGON | SLIDE LABELS FOR OFFICIAL DIRECTS/COMMAND POUCHES/ CASREP POUCHES WILL CONTAIN THE FOLLOWING INFORMA- AS A MINIMUM: |
| | STATE DEPARTMENT ACTIVITIES WITH ZIP CODE 20520 | WASHINGTON DC 20520 OFL DEPT OF STATE | |
| OFFICIAL | US ARMY FIN & ACCT CTR WITH ZIP CODE 46249 | INDIANAPOLIS IN 46249 OFL FIN GEN USA | DESTINATION LINE--CITY, STATE (USE THE TWO-LETTER ABBREVIATION) AND ZIP CODE |
| | US AIR FORCE FIN & ACCT CTR WITH ZIP CODE 80279 | DENVER CO 80279 OFL AFFAC/DAAC | CONTENT LINE--BEGIN WITH "OFL" FOLLOWED BY THE INSTALLATION, UNIT, OR ACTIVITY DESIGNATION |
| | US MARINE CORPS FIN & ACCT CTR WITH ZIP CODE 64197 | KANSAS CITY MO 64197 OFL FIN GEN USMC | |
| | US NAVY FIN & ACCT CTR WITH ZIP CODE 44199 | CLEVELAND OH 44199 OFL FIN GEN USN (0111) | |
| | SPECIFIC CONUS INSTALLATIONS, UNITS, OR ACTIVITIES | SEE SPECIAL INSTRU- CTIONS, COLUMN D, THIS TABLE | |

APPENDIX A, TABLE 13--REGISTERED MAIL

| IF MAIL IS | AND ENTRY POINT IS | THEN LABEL POUCH TO | SPECIAL INSTRUCTIONS |
|---------------|--------------------|----------------------------|----------------------|
| | NEW YORK NY | AMF KENNEDY NY 00300 | |
| | MCGUIRE AFB NJ | REGISTERED | |
| | DOVER AFB DE | DIS PHILADELPHIA PA 190 | |
| | CHARLESTON AFB SC | DIS CHARLESTON SC 294 | |
| | | REGISTERED | |
| | SAN FRANCISCO CA | AMF SAN FRANCISCO CA 94001 | |
| | | REGISTERED | |
| | SEATTLE WA | DIS SEATTLE WA 980 | |
| | | REGISTERED | |
| | HAWAII | SCF HONOLULU HI 967 | |
| | | REGISTERED | |
| | ALASKA | DIS ANCHORAGE AK 995 | |
| | | REGISTERED | |
| | HOUSTON TX | DIS HOUSTON TX 770 | |
| | | REGISTERED | |
| | MIAMI FL | DIS MIAMI FL 330 | |
| | | REGISTERED | |
| | NORFOLK VA | DIS NORFOLK VA 235 | |
| | | REGISTERED | |

USE PROPER DESTINATION TAG/LABEL IF REQUIRED BY
APPENDIX C

APPENDIX B--EMPTY EQUIPMENT
(MPO SEATTLE/SAN FRANCISCO/NEW YORK)

| R U L E | WHEN TRANS- PORTED VIA | AND CONTENTS ARE | THEN LABEL SACK TO | | SPECIAL INSTRUCTIONS |
|------------------|---------------------------|------------------------------|--|--|---|
| | | | EAST COAST ENTRY | WEST COAST ENTRY | |
| 1 | SURFACE | #1 CANVAS MAILBAGS | EMPTY EQUIPMENT 001 15 NO. 1 SACKS FULL | EMPTY EQUIPMENT 001 15 NO. 1 SACK FULL | CONTENT LINE (SECOND LINE) OF THESE LABELS WILL IDENTIFY CONTENTS IN ACCORDANCE WITH PART 571 AND EXHIBITS 571.523 AND 571.53, POSTAL OPERATIONS MAN- UAL (i.e., 50 #3 FCM POUCHES). IN THESE IN- STANCES, CONTENT LINE MAY BE NEATLY HAND- WRITTEN OR TYPED |
| | | #2 CANVAS MAILBAGS | EMPTY EQUIPMENT 002 20 NO. 2 SACKS FULL | EMPTY EQUIPMENT 002 20 NO. 2 SACKS FULL | |
| | | #3 CANVAS MAILBAGS | EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL | EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL | |
| 2 | AIRLIFT | LIGHTWEIGHT (NYLON) | MBD EDGEWATER NJ 07020 FULL | PM SAN FRANCISCO CA 94128 FULL | |
| 3 | ANY MODE | DEFECTIVE MAILBAGS | MBD EDGEWATER NJ 07020 DEFECTIVE | MBD EMERYVILLE CA 94608 DEFECTIVE | |
| | | SHORT BUNDLES OF MAILBAGS | MBD EDGEWATER NJ 07020 SHORT | MBD EMERYVILLE CA 94608 | SHORT |

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APPENDIX B--EMPTY EQUIPMENT
(MPO MIAMI)

| R U L E | WHEN TRANS- PORTED VIA | AND CONTENTS ARE | AND ENTRY POINT IS | THEN LABEL POUCH TO | SPECIAL INSTRUCTIONS |
|------------------|---------------------------|---------------------------------------|--------------------|--|---|
| | | | | | |
| 4 | SURFACE | #1 CANVAS MAILBAGS | MIAMI FL | EMPTY EQUIPMENT 001 15 NO. 1 SACK FULL | CONTENT LINE (SECOND LINE) OF THESE LABELS WILL IDENTIFY CONTENTS IN ACCORDANCE WITH PART 571 AND EXHIBITS 571.523 AND 571.53, POSTAL OPERATIONS MAN- UAL (i.e., 50 #3 FCM POUCHES). IN THESE IN- STANCES, CONTENT LINE MAY BE NEATLY HAND- WRITTEN OR TYPED |
| | | #2 CANVAS MAILBAGS | MIAMI FL | EMPTY EQUIPMENT 002 20 NO. 2 SACKS FULL | |
| | | #3 CANVAS MAILBAGS | MIAMI FL | EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL | |
| | | LIGHTWEIGHT MAILBAGS (ORANGE) | MIAMI FL | DIS MIAMI FL 330 FULL | |
| 5 | AIRLIFT | LIGHTWEIGHT MAILBAGS (GRAY/RED) | MIAMI FL | BMC JACKSONVILLE FL 32099 FULL | |
| | | DEFECTIVE MAILBAGS | MIAMI FL | PM EAST POINT GA 30344 CONTENTS DEFECTIVE | |
| 6 | ANY MODE | SHORT BUNDLES | MIAMI FL | DIS MIAMI FL 330 SHORT | |

APPENDIX C--AIRPORT-CODED TAGS AND LABELS

1. Affix airport-coded tags and labels to mailbags and outside mail (OSM) to identify the offload destination of mail tendered for air movement and conform to procedures as follows:

a. When appropriate, place the tag over the pouch or sack staple and beneath the hasp before attaching the seal.

b. When more than one tag is required, the tag identifying the category of mail is affixed as stated in a, above, and all tags are affixed to the pouch or sack staple by means of PS Item 0-813P (Seal, Airmail Plastic) after the hasp is closed. The pouch or sack grommet is not used for attachments of any tag.

c. When appropriate, self-adhesive labels are affixed to the left of the address so as not to obliterate other required markings.

d. The MPO of destination is responsible for removing all seals, tags, and slide labels from pouches or sacks and containers used for transportation of mail.

2. Use airport-coded tags and labels when:

a. Mail tendered to an air carrier requires a transfer between flights and/or carriers.

b. Mail tendered to an air carrier's flight requires a change in aircraft equipment (gauge) at an en route foreign airport.

c. Mail is transferred between a foreign and U.S. air carrier.

d. The postal activity that tenders the mail to the air carrier so requests. In this case, the APO originating the dispatch affixes the proper airport-coded tag and label.

3. Do not use tags for dispatches when large airmail labels are used. These labels are preprinted with the alpha code in capital letters to indicate the offload point (such as JFK for AMF Kennedy NY 00300). If conditions of paragraph 2 exist, airport-coded tags are used.

4. The serving Aerial Mail Terminal (AMT) provides Military Post Offices (APOs) with the required preprinted tags and labels. Naval postal units receive tags/labels from serving fleet mail centers. Requisition nonpreprinted tags and labels from appropriate supply sources.

a. Affix PS Tag 135 (white background) to nonregistered pouches and sacks.

b. Affix PS Label 136 (white background) to nonregistered outside mail (OSM) to the left of the address.

c. Affix PS Tag 135-C (red background) to registered pouches and sacks.

d. Affix PS Label 136-C (red background) to the left of the address on registered outside mail (OSM). Do not block the registered number or markings.

5. When preprinted airport-coded tags and labels are not available, prepare the following tags and labels by printing the three-letter city of destination code in the appropriate portion of the tag and label. These tags and labels are available through requisitioning procedures established in the Military Postal Service Supply Catalog (DoD 4525.6-C (reference (c))). You may use rubber stamps to enter the three-letter city of destination code. Do not enter the weight on airport-coded tags and labels.

a. Use PS Tag 135-B (blank) instead of PS Tag 135.

b. Use PS Label 136-B (blank) instead of PS Label 136.

c. Use PS Tag 135-E (blank or red background) instead of PS Tag 135-C.

d. Use PS Label 136-E (blank or red background) instead of PS Label 136-C.

6. The airport-coded tag and label provides information to the air carrier on the method for handling and routing the mailbag or outside piece from time of acceptance to arrival at airport of final destination. Caution must be exercised in selection and preparation of these tags and labels to preclude misrouting by the air carrier. The "via" section on tags and labels is used to inform the air carrier on actions required to accomplish transfers or turn-in of mail to en route postal activity for remanifesting for onward movement to destination.

a. The airport-coded tag for mail destined to CONUS is the airport serving the final destination of the pouch as shown on the slide label. For example, a pouch tendered to a commercial air carrier containing FCM all destined for the Norfolk, VA, area bearing the first three ZIP code digits 233-237 would have a slide label affixed reading "SCF Norfolk, VA 235." The final airport destination for this pouch would be the Norfolk Airport; therefore, the Airport-Coded Tag would read "ORF." Had this same pouch been dispatched via MAC, the airport-coded tag would read "NGU."

b. The "via" portion of the airport coded tag is used to show where a pouch must be offloaded en route for remanifesting to end destination. For example, assume the Norfolk pouch originated in Rome and was tendered to a Commercial Air Carrier that had New York as its first city of entry. As stated in paragraph

6a, the Airport-Coded Tag would read "ORF." To inform the air carrier to turn this mail into the postal activity in New York, enter [JFK] in brackets in the "via" section.

c. When a ramp transfer between a U.S. air carrier and a foreign flag air carrier has been authorized, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Tokyo destined to Jakarta would be moved by PAA to Hong Kong (HKG), then ramp transferred to Garuda Airline (GIA) for onward transportation to Jakarta. Since the final destination is Jakarta, use Airline Destination Code JKT. To indicate transfer between PAA and GIA in Hong Kong, enter HKG/GIA in the "via" section. If ramp transfer between PAA and GIA has been authorized, the entry in the "via" section would be [HKG]. By bracketing HKG, the air carrier knows this mail must be turned into the postal activity in Hong Kong for remanifesting.

d. When an interline transfer between U.S. Air Carriers must be made, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Korea destined to Bangkok could be transported from Seoul to Tokyo via FTL or NWA with movement from Tokyo to Bangkok via PAA. Since the final destination is Bangkok, use airline destination BKK. To indicate transfer in Tokyo to PAA, enter TYO/PAA.

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APPENDIX D--GATEWAYS AND AIRPORT CODES IN THE UNITED STATES

| DESTINATION | THREE-LETTER CODE | DESTINATION | THREE-LETTER CODE |
|--------------------|-------------------|-------------------|-------------------|
| NEW YORK NY | JFK (1) | MC GUIRE AFB NJ | WRI (2) |
| SAN FRANCISCO CA | SFO (1) | DOVER AFB DE | DOV (2) |
| SEATTLE WA | SEA (1) | CHARLESTON AFB SC | CHS (2) |
| HONOLULU HI | HNL (1) | ANCHORAGE AK | ANC (1) |
| MIAMI FL | MIA (1) | HOUSTON TX | IAH (1) |
| CHICAGO IL | ORD (1) | BOSTON MA | BOS (1) |
| DALLAS/FT WORTH TX | DFW (1) | ATLANTA GA | ATL (1) |
| WASHINGTON DC | IAD (1) | TRAVIS AFB WA | SUU (2) |
| NORTON AFB CA | SBD (2) | MC CORD AFB WA | TCM (2) |
| NORFOLK VA | NGU (2) | NORFOLK VA | ORF (1) |

* All other codes for commercial airports can be found in the USPS Handbook Series T-7 (reference (b)). MAC Codes are listed in Military Standard Transportation and Movement Procedures (MILSTAMP) (reference (d)).
(1) Commercial Airport.
(2) Military Airport.

APPENDIX E--EXCEPTIONS TO SLIDE LABEL FORMATS--TURKEY

| APO # | OFFICIAL SLIDE LABEL | NONOFFICIAL SLIDE LABEL |
|-------|---------------------------------------|------------------------------|
| 09040 | BALIKESIR TURKEY JUSMMAT OFFICIAL | BALIKESIR TURKEY JUSMMAT |
| 09051 | MALATYA TURKEY JUSMMAT OFFICIAL | MALATYA TURKEY JUSMMAT |
| 09117 | ERZURUM TURKEY JUSMMAT OFFICIAL | ERZURUM TURKEY JUSMMAT |
| 09118 | IZMIR TURKEY JUSMMAT OFFICIAL | NO PERSONAL MAIL |
| 09133 | SINOP TURKEY JUSMMAT OFFICIAL | SINOP TURKEY JUSMMAT |
| 09224 | IZMIR TURKEY JUSMMAT OFFICIAL | IZMIR TURKEY JUSMMAT |
| 09254 | ANKARA TURKEY JUSMMAT OFFICIAL | ANKARA TURKEY JUSMMAT |
| 09289 | INCIRLIK TURKEY JUSMMAT OFFICIAL | INCIRLIK TURKEY JUSMMAT |
| 09294 | DIYARBAKIR TURKEY JUSMMAT OFFICIAL | DIYARBAKIR TURKEY JUSMMAT |
| 09338 | ESKISEHIR TURKEY JUSMMAT OFFICIAL | ESKISEHIR TURKEY JUSMMAT |
| 09380 | ISTANBUL TURKEY JUSMMAT OFFICIAL | ISTANBUL TURKEY JUSMMAT |

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APPENDIX F--INTERNATIONAL CIVIL ADDRESSED MAIL THAT MUST TRANSIT

THE UNITED STATES

1. International mail addressed to countries not receiving mail from the military International Exchange Office (IEO) serving your Military Post Office (MPO), as reflected in Tables 1 and 2 of this appendix, are made up and dispatched to the appropriate CONUS gateway as follows:

a. Postal Union Mail. Make a mixed letter bundle or country directs of all international letter mail. Use a facing slip on each bundle, depending on the U.S. gateway city, as follows:

ENTRY POINT

FACING SLIP

Miami, FL

DIS MIAMI FL 330
Mixed Foreign/or Country

New York, NY
McGuire AFB, NJ

AMF KENNEDY NY 00300
Mixed Foreign/or Country

Dover AFB, DE

Seattle, WA

AMF SEATTLE WA 98158
Mixed Foreign/or Country

San Francisco, CA

AMF SAN FRANCISCO CA 94001
Mixed Foreign/or Country

Dispatch these letter bundles in domestic letter mailbags (orange) containing CONUS-destined letter mail massed on the serving AMF. (For example: AMF KENNEDY NY 00300, AMF SEATTLE WA 98158, AMF SAN FRANCISCO CA 94001.)

b. Letter Packages and Other Articles (AO) Mail. Dispatch this type of postal union mail in accordance with Table 10 of Appendix A.

c. Parcel Post.

(1) Airmail Parcels. Dispatch international airmail parcel post in domestic mailbags (orange) containing CONUS-destined FIRST-CLASS ZONE RATED MAIL, massed on the serving AMF (Rules 2A, 2B, and 2C of Table 5, Appendix A).

(2) Surface Parcels. Dispatch international surface parcel post in domestic SAM PP (RED) sacks containing CONUS-destined Space Available Mail (SAM), massed on the serving gateway (Tables 9A and 9B of Appendix A).

2. Dispatch international registered mail into the appropriate pouch containing CONUS-destined registered mail massed on the serving AMF (Table 13 of Appendix A).

APPENDIX F, TABLE 1--INTERNATIONAL MAIL ORIGINATING AT 09XXX
MILITARY POST OFFICES (APO/FPO)

| IF THE MAIL IS ADDRESSED TO A COUNTRY IN | THEN LABEL SACK/POUCH TO |
|---|--|
| EUROPE | |
| MIDEAST | APO FRANKFURT GERMANY 09082 MIXED FOREIGN |
| AFRICA | |
| ALL OTHER COUNTRIES | AMF KENNEDY NY 00300 MIXED FOREIGN |

APPENDIX F, TABLE 2--INTERNATIONAL MAIL ORIGINATING AT 96XXX
MILITARY POST OFFICES (APO/FPO)

| IF THE MAIL IS ADDRESSED TO | THEN LABEL | AND THE EXCHANGE POINT WILL DISPATCH TO |
|--------------------------------|---|--|
| ASIA | | |
| AUSTRALIA/OCEANIA | YOKOTA AMT JAPAN IEO MIXED FOREIGN | HONG KONG CPO |
| JAPAN (INCL RYUKYU IS) | YOKOTA AMT JAPAN IEO MIXED FOREIGN | TOKYO CPO |
| KOREA | APO YONGSAN KOREA 96301 MIXED FOREIGN | SEOUL CPO |
| PHILIPPINES | APO MANILA R.P. MIXED FOREIGN 96528 | MANILA CPO |
| ALL OTHER COUNTRIES | AMF SAN FRANCISCO CA 94001 MIXED FOREIGN | |

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APPENDIX G--UNIQUE FIVE-DIGIT ZIP CODE

| <u>ZIP CODE</u> | <u>FIRM</u> | <u>LOCATION</u> | DISPATCH <u>TO</u> |
|-----------------|------------------|------------------|------------------------|
| 00401 | READERS DIGEST | PLEASANTVILLE NY | DIS WESTCHESTER NY 105 |
| 00501 | IRS ¹ | HOLTSVILLE NY | DIS JFK NY 003 |
| 05501 | IRS | ANDOVER MA | DIS BOSTON 021 |
| 19255 | IRS | PHILADELPHIA PA | DIS PHILADELPHIA 190 |
| 31101 | IRS | ATLANTA GA | DIS ATLANTA GA 300 |
| 37501 | IRS | MEMPHIS TN | DIS MEMPHIS TN 380 |
| 45999 | IRS | CINCINNATI OH | DIS CINCINNATI OH 450 |
| 64999 | IRS | KANSAS CITY MO | DIS KANSAS CITY MO 640 |
| 73301 | IRS | AUSTIN TX | DIS SAN ANTONIO 780 |
| 84201 | IRS | OGDEN UT | DIS SALT LAKE CITY 840 |
| 93888 | IRS | FRESNO CA | DIS SAN FRANCISCO 942 |

¹IRS: INTERNAL REVENUE SERVICE



DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM

CHANGE TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE
Assistant Secretary of Defense
(Manpower, Reserve Affairs,
and Logistics)

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DoD 4525.6-H
January 13, 1983

MAIL DISTRIBUTION INSTRUCTIONS AND
LABELING HANDBOOK (MDILAH)

The Deputy Assistant Secretary of Defense (Logistics and Materiel Management), Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), has authorized the following changes to DoD 4525.6-H, "Mail Distribution Instructions and Labeling Handbook (MDILAH)," October 2, 1981:

PAGE CHANGES

Remove: Pages iii, iv, 1 through 5, A-1 through A-4, A-7&A-8, A-11&A-12, A-15&A-16, A-21 through A-34, C-1 through C-4, and D-1.

Insert: Attached replacement pages and new pages A-35 through A-37.

Changes appearing on revised pages are indicated by marginal asterisks.

EFFECTIVE DATE

The above changes are effective immediately.

O. J. Williford
O. J. WILLIFORD, Director
Correspondence and Directives

Attachments: 40 pages

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

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REFERENCES

- (a) DoD 4525.6-M, "DoD Postal Manual," Volume I, May 1982, authorized by DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980
- (b) U.S. Postal Service Manuals,¹ issued by the U.S. Postal Service
- (c) DoD 4525.6-C, "DoD Postal Supply Catalog," January 1982, authorized by DoD Directive 4525.6, May 5, 1980
- (d) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," Volume I, August 1, 1979, authorized by DoD Directive 4000.25, "Administration of Military Standard Logistics System," November 12, 1976

* ¹ Includes the Domestic Mail Manual (DMM), Postal Operations Manual (POM),
* and the USPS Transportation Handbook, Series T-7, and USPS Manual Letter Mail
* Distribution Handbook M-75. Information on acquiring USPS publications can be
* obtained upon request from the Executive Director, MPSA-OP, Alexandria, VA
* 22331.
*

MAIL DISTRIBUTION INSTRUCTIONS AND LABELING HANDBOOK (MDILAH)

APPLICABILITY AND SCOPE

A. PURPOSE.

This Handbook is published to provide a uniform system of sorting, labeling, and dispatching mail from overseas military post offices (MPOs) to CONUS. However, each MPO has different densities and separations of mail; therefore, each MPO must follow the applicable instructions contained in this Handbook based on its individual volume of mail.

B. BACKGROUND.

Because of changes within the United States Postal Service (USPS) distribution system, the ZIP code is of great importance. The USPS has developed area distribution centers (ADCs) based on area volumes and transportation capabilities. The geographic areas covered by these ADCs do not necessarily relate to state or city boundaries as previous distribution systems did. They relate to ZIP areas which cross geopolitical boundaries. Mail delivery will be speeded if mail is sorted to ADCs. However, this cannot always be done, and less finite sortations may be appropriate. The Military Postal Service (MPS) must ensure that mail is tied and bundled and pouched according to ZIP codes, working upward as volumes dictate from the basic five-digit areas, three-digit ADCs, split states, states, etc. When a five-digit or a ZIP-plus-four area has enough volume for a tie-out, make a tie-out to that ZIP. For instance, a large city such as Chicago has numerous five-digit ZIP codes. Ideally, mail will be pitched with the goal of making five-digit ZIP code separations rather than dispatch it to Chicago. If volumes are insufficient to make five-digit ZIP

code separations, sort the mail to the first three digits. Follow the ZIP code number, not the geographical area.

C. RESPONSIBILITIES

Each MPO is responsible for sorting mail and preparing it for dispatch as far forward in the domestic postal system as possible. Large MPOs and terminals that process massed mail depend on this support. They can re-sort or redispach massed mail more quickly when it is properly sorted and bundled.

D. PROCEDURES

1. The distribution cases Tables 2 and 4 are new and are designed in accordance with USPS guidelines to standardize mail makeup throughout the MPS. Distribution case Table 2 is the ultimate breakdown for the ADC concept. Distribution case Table 4 is a simplified version. Most MPOs will build a case between these two examples. Small units may have smaller cases but, in every instance, the case should be arranged by ZIP code number, flowing from top to bottom. Conduct a density study, usually for a period of 1 week, to determine where there is a sufficient generation of letters to establish ADC, city, and firm directs on the letter case.

* a. To facilitate efficient manual distribution of letter mail, it may *
* be best for heavy volume MPOs to use the core concept. In many distribution *
* operations, there are several high density separations, which, when placed in a *
* position most convenient for the distributor, result in greater distribution *
* productivity. *

* b. As the volume of mail handled by MPOs varies from activity to *
* activity, no set rule can be established as to which letter cases should be *

* cored. Some MPOs will serve a large number of units, some will have large *
* volumes of mail for distribution to MPOs, and others will have a heavy volume of *
* mail to CONUS. Each letter case must be treated individually to determine what *
* is best for each sortation. *

* c. Staff postal officers, postal group commanders, and directors of *
* postal operations shall provide guidance to MPOs on establishment of central *
* cores on letter cases, floor layouts, case diagrams, and material handling *
* methods using USPS Handbook M-75 (reference (b)) as a guide. This handbook *
* contains valuable information for senior level military postal managers. It is *
* not designed nor intended for distribution to individual MPOs for *
* interpretation. *

2. The following information is applicable to the preparation of slide labels.

a. The various tables in this handbook contain specific guidance on the information required on the first line of the slide label and how to identify the content of a mail bag by entering appropriate information on the second line. The category of mail must be shown on every slide label affixed to a mail bag, with the exception of the air parcel post orange pouch used for dispatch of first-class zone-rated (priority) parcels. *

b. The bottom line of the label identifies the postal activity closing the mail bag. The entry will be "APO" or "FPO," followed by the appropriate *

five-digit MPO number. The entry for Navy ships shall be "USS _____," hull number, followed by the five-digit FPO number. "USS" means United States ship.

c. The destination line on slide labels used to dispatch mail between MPOs are prepared to reflect APO or FPO, as appropriate, followed by the geographic location (city and country) and MPO number. The entry for Navy ships shall be "USS _____," hull number, followed by five-digit FPO number. When volume warrants, mail generating for Navy ships, is labeled as direct.

d. Standard preprinted slide labels shall be used in dispatching mail. The use of hand-inscribed or typewritten labels is authorized only in emergencies. Follow the format as outlined in this handbook when this use is necessary. Labels are date stamped on the reverse side to show when the pouch or sack was actually closed. The abbreviation "Of1" is shown on the second line of labels used on sacks and pouches that contain official mail only. This identifies mail for priority movement should space on aircraft become critical, or should other emergencies occur that would affect the movement of mail.

* e. The gross weight in kilograms and tenths of kilograms of all mail *
* and equipment transported by air (pouches and outside pieces) is to be inscribed *
* on the right portion of the slide labels, with the following exception: weight *
* need not be entered on slide labels when bags are bulkweighed in a container and *
* not labeled beyond the CONUS gateway. Table 10-3 (Weight Conversions), DoD *
* 4525.6-M (reference (a)), shall be used in converting pounds to kilograms. *
* Weights need not be entered on slide labels of mail transported by sealift. For *
* activities dispatching surface mail, periodically sample surface mail sacks and *
* determine the average weight per sack. Multiply this average weight by the *
* number of sacks and outside pieces in the shipment. Use this weight to complete *
* DD Form 1384, Transportation Control and Movement Document per the instructions *
* in Chapter 10 of reference (a). *

3. To determine which tables and rules are applicable, use the following logic chart. This chart depicts the first two-digit ZIP code of the MPO. You can determine the exact table and rule number applicable to the makeup and distribution of each category of mail originating at your MPO by finding your MPO number and reading across the chart.

USE THE FOLLOWING TABLES AND RULES, BASED ON THE VOLUME OF MAIL GENERATED, WHEN POUCHING LETTER CLASS MAIL/FLATS PAID AT THE FIRST-CLASS RATE DESTINED FOR THE UNITED STATES:

| IF MPO IS | 1ST DISTRIBUTION | 2ND DISTRIBUTION | 3RD DISTRIBUTION | FINAL DISTRIBUTION |
|-----------|------------------|------------------|------------------|--------------------|
| 09XXX | Table 1 | Table 3 Rule 1 | Table 5 Rule 1A | Table 5 Rule 2A&3A |
| 340XX | Table 1 | Table 3 Rule 1 | Table 5 Rule 1C | Table 5 Rule 2C&3C |
| 96XXX | Table 1 | Table 3 Rule 1 | Table 5 Rule 1B | Table 5 Rule 2B&3B |
| 98XXX | Table 1 | Table 3 Rule 1 | Table 5 Rule 1B | Table 5 Rule 2B&3B |

WHEN POUCHING PRIORITY MAIL, MILITARY ORDINARY MAIL, PARCEL AIRLIFT, SPACE AVAILABLE MAIL, AND SURFACE PARCEL MAIL DESTINED FOR THE UNITED STATES, USE FOLLOWING TABLES AND RULES:

| IF MPO IS | PRI | MOM | PAL | SAM | SURFACE |
|-----------|-----------------|----------|----------|----------|-----------------|
| 09XXX | Table 6A Rule 1 | Table 7A | Table 8A | Table 9A | Table 11 Rule 1 |
| 340XX | Table 6A Rule 1 | Table 7A | Table 8A | Table 9A | Table 11 Rule 1 |
| 96XXX | Table 6B Rule 1 | Table 7B | Table 8B | Table 9B | Table 11 Rule 1 |
| 98XXX | Table 6B Rule 1 | Table 7B | Table 8B | Table 9B | Table 11 Rule 1 |

4. Changes in aircraft routes or changes in USPS policy on makeup of mail will require temporary changes to this handbook. Often such changes will be applicable to a limited number of MPOs. When changes are necessary, they shall be announced by the Military Postal Service Agency (MPSA-TR) by electrical message. If these changes become permanent, an appropriate change shall be made to this handbook.

APPENDIX A--DISTRIBUTION, POUCHING, AND LABELING OF MILITARY MAIL

1. Prepare letter/flat bundles giving sortation preference as follows:

a. FIRM DIRECTS. Ten or more letters or flats generated for an individual firm warrants preparation of a direct bundle. Do not include special delivery or certified mail in firm letter bundles. Blue "F" pressure-sensitive labels shall be used to indicate a firm direct.

b. DIRECTS. Fifteen or more letters or flats generated for the same five-digit ZIP code area warrant preparation of direct bundles. Red "D" pressure-sensitive labels shall be used to indicate a five-digit ZIP code direct.

c. MIXED CITY. Fifteen or more letters or flats addressed to a city assigned more than one ZIP code warrant preparation of a mixed city bundle. Yellow "C" pressure-sensitive labels shall be used to indicate a mixed city letter bundle.

d. AREA DISTRIBUTION CENTER (ADC). Ten or more letters or flats bearing
* specific three-digit ZIP codes warrant preparation of an ADC bundle. Pink "A" *
* pressure-sensitive labels shall be used to indicate an ADC letter bundle. *

e. STATE. Prepare state letter or flat bundles after all efforts to make up mail in accordance with a. through e., above, have been accomplished.

(1) Distribute in accordance with the first three digits of the ZIP code, regardless of the state address shown on the envelope. The three-digit designation, within a state and by state, is shown in Table 3. Establish letter cases in numerical sequence separations, using the three-digit ZIP code. Begin

the sequence at the top left of the case from top to bottom. Show FIRM DIRECTS, DIRECTS, and MIXED CITY separations, as appropriate, below or to the right of the related ZIP code separation.

(2) The sorting slot has "header information" indicating the inclusive first three ZIP code digits, followed by state name (abbreviated two-letter code). For example, DISTRICT (DIS) Pittsburgh, PA; reads 150-168, 260. Make up all mail falling within this ZIP code sequence in the Pittsburgh letter bundle(s), although the mail may bear a West Virginia address. Wheeling, WV 260-, falls within the DISTRICT (DIS) Pittsburgh, PA; ZIP code sequence.

(3) Mail is processed by the USPS according to ZIP codes that do not always adhere to state boundaries. For example, mail addressed to Wheeling, WV, bears ZIP code 260-, which falls within the Pittsburgh ZIP code sequence of 158-168, 260. The delivery of mail to the Wheeling, WV, area is made by the Pittsburgh post office. Thus, routing by ZIP code rather than state is proper.

(4) Ten or more letters warrant preparation of a state package. Use the orange "S" pressure-sensitive label to indicate the content is a state letter bundle. When a mixed pouch is opened at entry gateway, letter bundles with the orange "S" pressure-sensitive label are distributed to a predesignated ADC by the USPS, thereby maintaining the ADC concept.

f. MIXED STATES. When the volume of letter mail does not warrant distribution in accordance with a through e, above, make up letter mail as MIXED STATES according to the first digit of the ZIP code. When distribution of letter bundles according to the first digit and Table 5, Rules 1A, 1B, or 1C cannot be made, group the first digits in accordance with Table 5, Rules 2A, 2B, or 2C.

When the volume is insufficient for preparation of mixed-state letter bundles in accordance with Table 5, Rules 2A, 2B, or 2C, prepare letter bundles in accordance with Table 5, Rule 3A, 3B, or 3C. Ten or more letters or flats constitute a sufficient volume for a mixed-letter bundle.

2. Affix pressure-sensitive labels and nonstandard facing slips in accordance with Parts 431.922 and .923 of the Postal Operations Manual (reference (b)), and this handbook. Place special delivery and certified letters on top of appropriate bundles with the postage (stamps or meter tapes) exposed.

3. Tables 1 through 4 contain instructions on arrangement of letter cases. Prior to establishment of letter cases, the dispatching MPO must determine the volume of mail that is being generated, according to the first three digits of the ZIP codes. Sortation of letter mail by these first three digits is accomplished after five-digit distribution has been accomplished in accordance with paragraphs l.a., b., and c.

4. The ultimate in sortation to the first three digits is preparation of letter bundles to a designated area distribution center (ADC). Table 1 shows the ADCs that process letter mail according to the first three digits sortation. For example, DIS JFK NY 003 is the ADC for letter mail bearing the first three digits 005, 110-111, and 113-119. A bundle prepared with letters consisting of these first three digits constitutes an ADC letter bundle, and is identified as such by affixing the pink pressure-sensitive label "A." In addition, if the volume of letter bundles warrants a separate pouch, label it to DIS JFK 003.

5. Table 2 shows the USPS design of a letter case used to accomplish a total ADC distribution. This case does not run in true numerical sequence. It is designed in numerical sequence according to the ADC. The use of this case requires some training, and total implementation is limited.

6. Table 3 contains a second option for distribution of letters into bundles according to the first three digits of the ZIP code. This concept also applies the ADC concept and provides for a state distribution, according to the first three digits. Using Alabama as an example, prepare a single letter bundle for the first three digits 350-369 and affix the pressure-sensitive label "S." Applying this principle further, a direct pouch would be prepared for first three digits 350-369 and would be distributed into a single pouch and labeled to DIS Birmingham, AL 350-.

7. Table 4 is a standard three-digit letter case arranged in numerical sequence. If the volume of letters warrant the ADC distribution shown in Table 1, the letters are added to this case. When constructing letter cases, ensure that space is provided for letter bundles prepared in accordance with paragraphs 1.a., b., and c., above, in addition to the three-digit distributions.

8. Table 5 provides the rules for preparation of letter bundles by small postal activities. This distribution of letter mail to CONUS is accomplished only when it is impossible to mass mail on a large postal activity where it is consolidated into distribution in accordance with Tables 1 and 3. Table 5 also provides the rule for pouching and labeling letter mail according to the first digit of the ZIP code. Few MPOs prepare a sufficient volume of letter bundles for preparation of pouches in accordance with Table 1 or 3; thus, letter

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APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

| MAIL IS FOR ZIPS | POUCH LABEL TO READ |
|--------------------|-------------------------|
| 169-178 | DIS HARRISBURG PA 170 |
| 179-196 | DIS PHILADELPHIA PA 190 |
| 197-199 | DIS WILMINGTON DE 197 |
| 200-205 | DIS WASHINGTON DC 200 |
| 206-219, 254, 267 | DIS BALTIMORE MD 210 |
| 220-229 | DIS NORTHERN VA 220 |
| 230-239 | DIS RICHMOND VA 230 |
| 240-249 | DIS ROANOKE VA 240 |
| 250-253, 255-259 | DIS CHARLESTON WV 250 |
| 261-266, 268 | DIS CLARKSBURG WV 263 |
| * 270-279, 285 | DIS GREENSBORO NC 270 |
| * 280-284, 286-289 | DIS CHARLOTTE NC 280 |
| 290-299 | DIS COLUMBIA SC 290 |
| 300-309, 311 | DIS ATLANTA GA 300 |
| 310, 312-319 | DIS MACON GA 310 |
| 320-326 | DIS JACKSONVILLE FL 320 |
| 330-334, 340 | DIS MIAMI FL 330 |

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APPENDIX A. TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

| MAIL IS FOR ZIPS | | POUCH LABEL TO READ |
|--------------------------------|--|-------------------------|
| 327-329, 335-339 | | DIS TAMPA FL 335 |
| * 350-359, 362 | | DIS BIRMINGHAM AL 350 |
| * 360-361, 363-368 | | DIS MONTGOMERY AL 360 |
| 370-374, 376-379 | | DIS NASHVILLE TN 370 |
| 375, 380-386, 723 | | DIS MEMPHIS TN 380 |
| 369, 387-397 | | DIS JACKSON MS 390 |
| 400-409, 411-427, 471 | | DIS LOUISVILLE KY 400 |
| 430-439 | | DIS COLUMBUS OH 430 |
| 440-449 | | DIS CLEVELAND OH 440 |
| 410, 450-459, 470 | | DIS CINCINNATI OH 450 |
| 460-469, 472-479 | | DIS INDIANAPOLIS IN 460 |
| 480-489 | | DIS DETROIT MI 481 |
| 490-497 | | DIS GRAND RAPIDS MI 493 |
| 500-508, 520-528, 612 | | DIS DES MOINES IA 500 |
| 498-499, 530-539, 541-545, 549 | | DIS MILWAUKEE WI 530 |
| 540, 546-548, 550-551, 556-559 | | DIS ST PAUL MN 550 |
| 553-554, 560-564, 566 | | DIS MINNEAPOLIS MN 553 |

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| TABLE 2 DIS SAN JUAN PR | | AFC LETTER CASE (PRIMARY) | | DIS ATLANTA GA | | DIS INDIANAPOLIS IN | | DIS BILTIMORE MD | | DIS NEW ORLEANS LA | | DIS CHICAGO IL | | DIS SAN FRANCISCO CA | |
|----------------------------|-----|---------------------------|---------------------|---------------------|-----------------------|--------------------------------|---------------------------|----------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| 006-009 | 006 | NEW YORK NY | DIS WILMINGTON DE | 340 | 370-374 | 460-469 | 590-599, 821 | 590 | 700-708 | 710-714 | 836 | 836-837, 979 | DIS LAKE CITY UT | 840-847, 893 | 936-939 |
| DIS SPRINGFIELD MA | 010 | 100-104, 112 | 197-199 | 300-309, 311 | 376-379 | 472-479 | | | | | | | DIS SHREVEPORT LA | 836 | 950-961 |
| 010-016 | | | | | | | | | | | | | | | |
| DIS BOSTON MA | 021 | DIS WESTCHESTER NY | WASHINGTON DC | DIS WACON CA | DIS MEMPHIS TN | DIS DETROIT MI | DIS N. SUBV IL | DIS LITTLE ROCK AR | DIS SALT LAKE CITY UT | DIS HONOLULU HI | DIS PORTLAND OR | DIS PHOENIX AZ | DIS PORTLAND OR | DIS PORTLAND OR | DIS PORTLAND OR |
| 017-026, 055 | | 004, 105-109, 127 | 200-205 | 310, 312-319 | 375, 380-386 | 480-489 | 600-603, 610-611, 613-616 | 724-729 | | | | | | | |
| DIS SPRINGFIELD MA | 010 | 005, 110-111 | 113-119 | | 723 | | | | | | | | | | |
| DIS PROVIDENCE RI | 028 | DIS ALBANY NY | DIS BAUTOWN MD | DIS JACKSON MS | DIS JACKSON MS | DIS GRAND RAPIDS MI | DIS CHICAGO IL | DIS OKLAHOMA CITY OK | DIS ALBUQUERQUE NM | DIS SEATTLE WA | DIS SEATTLE WA | DIS SEATTLE WA | DIS SEATTLE WA | DIS SEATTLE WA | DIS SEATTLE WA |
| 027-029 | | 120-126 | 206-219, 254, 267 | 320-326 | 369, 387-397 | 490-497 | 606 | 730-732 | 870-884 | 980-985 | 980-994 | 980-994 | 980-994 | 980-994 | 980-994 |
| DIS HONOLULU HI | 030 | DIS SYRACUSE NY | | | | | | | | | | | | | |
| 030-034, 038-039 | | 130-139 | | | | | | | | | | | | | |
| DIS PORTLAND ME | 040 | DIS BUFFALO NY | DIS NORFOLK VA | DIS MIAMI FL | DIS LOUISVILLE KY | DIS MILWAUKEE WI | DIS N. SUBV IL | DIS DALLAS TX | DIS LOS ANGELES CA | DIS LOS ANGELES CA | DIS LOS ANGELES CA | DIS LOS ANGELES CA | DIS LOS ANGELES CA | DIS LOS ANGELES CA | DIS LOS ANGELES CA |
| 040-049 | | 140-149 | 220-229 | 330-334, 340 | 400-409, 411-427, 471 | 498-499, 530-539, 541-545, 549 | 604-605, 609, 617-619 | 750-759 | 900 | 995-999 | 995-999 | 995-999 | 995-999 | 995-999 | 995-999 |
| DIS WHITE RIV CT | 050 | DIS RICHMOND VA | DIS RICHMOND VA | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL | DIS TAMPA FL |
| 035-037, 050-054, 056-059 | | 230-239 | | 335 | 430-439 | 540-546, 548 | 620-639 | 760-769 | 902-918 | 902-918 | 902-918 | 902-918 | 902-918 | 902-918 | 902-918 |
| DIS HARTFORD CT | 060 | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA | DIS PITTSBURGH PA |
| 060-069 | | 150-168, 260 | 240-249 | 327-329 | 430-439 | 550-551, 556-559 | 654-655 | 790-799 | | | | | | | |
| DIS HARTFORD CT | 070 | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT |
| 070-079 | | 169-176 | 261-266, 268 | 350-359, 362 | 440-449 | 553-554, 560-564 | 668 | 733-739, 789 | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT |
| 080-089 | | | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT | DIS HARTFORD CT |
| DIS SOUTH JERSEY | 080 | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA |
| 080-087 | | 179-196 | 280-284, 286-289 | 360-361, 363-368 | 410, 450-459 | 570-577 | 669-679, 739 | 800-816 | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA |
| | | | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA | DIS PHILADELPHIA PA |
| | | | 290-299 | | | | | | | | | | | | |

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APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

| Prepare letter bundles as state directs to Area Distribution Centers (ADCs). Pouch letter bundles in orange equipment and label as state direct to the ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5. | | |
|---|----------------------------------|---------------------------|
| State | Three-Digit ZIP Code Sequence | |
| AL | 350 - 369 | DIS BIRMINGHAM AL 350 |
| AK | 995 - 999 | DIS SEA-TAC 980 |
| AZ | 850 - 865 | DIS PHOENIX AZ 852 |
| AR | 716 - 729 | DIS LITTLE ROCK AR 720 |
| CA | 900 - 966 | DIS SAN FRANCISCO CA 940 |
| CO | 800 - 816 | DIS DENVER CO 800 |
| CT | 060 - 069 | DIS HARTFORD CT 060 |
| DE | 197 - 199 | SCF WILMINGTON DE 197 |
| Wash DC | 200 - 205 | DIS WASHINGTON DC 200 |
| FL | 320 - 340 | DIS JACKSONVILLE FL 320 |
| GA | 300 - 319 | DIS ATLANTA GA 300 |
| HI & Pac I | 967 - 969 | SCF HONOLULU HI 967 |
| ID | 832 - 838 | DIS BOISE ID 836 |
| IL | 600 - 629 | DIS NORTH SUBURBAN IL 600 |
| IN | 460 - 479 | DIS INDIANAPOLIS IN 460 |
| IA | 500 - 528 | DIS DES MOINES IA 500 |
| KS | 660 - 679 | DIS WICHITA KS 670 |
| KY | 400 - 427 | DIS LOUISVILLE KY 400 |
| LA | 700 - 714 | DIS NEW ORLEANS LA 700 |
| ME | 040 - 049 | DIS PORTLAND ME 040 |
| MD | 206 - 219 | DIS BALTIMORE MD 210 |
| MA | 010 - 026 | DIS BOSTON MA 021 |
| MI | 480 - 499 | DIS DETROIT MI 481 |
| MN | 550 - 567 | DIS ST PAUL MN 550 |
| MS | 387 - 397 | DIS JACKSON MS 390 |

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APPENDIX A, TABLE 4--STANDARD THREE-DIGIT ZIP CODE LETTER CASE

| | | | | | | | | | | | |
|-------------------|-------------------|-----------------|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------------------|---|
| * 010-026 (MA) | 006-009 PR, VI | 090-149 (NY) | 200-205 (WASH DC) | 300-319 (GA) | 430-459 (OH) | 570-577 (SD) | 660-679 (KS) | 800-816 (CO) | 890-898 (NV) | 980-994 (WA) | * |
| * 027-029 (RI) | | | 206-219 (MD) | 320-340 (FL) | 460-479 (IN) | 580-588 (ND) | 680-693 (NE) | 820-831 (WY) | 900-966 (CA) | 995-999 (AK) | * |
| * 030-039 (NH) | 070-089 (NJ) | | 220-246 (VA) | 350-369 (AL) | 480-499 (MI) | 590-599 (MT) | 700-714 (LA) | 832-838 (ID) | | | * |
| * 040-049 (ME) | | 150-196 (PA) | 247-268 (WV) | 370-386 (TN) | 500-528 (IA) | 600-629 (IL) | 716-729 (AR) | 840-847 (UT) | | | * |
| * 050-059 (VT) | | | 270-289 (NC) | 387-397 (MS) | 530-549 (WI) | | 730-749 (OK) | 850-865 (AZ) | 967-969 (HI) | | * |
| * 060-069 (CT) | | 197-199 (DE) | 290-299 (SC) | 400-427 (KY) | 550-567 (MN) | 630-658 (MO) | 750-799 (TX) | 870-884 (NM) | 970-979 (OR) | (INTER- NATIONAL (MAIL) | * |

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APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1A--MAIL ORIGINATING AT 09XXX MILITARY POST OFFICES (APO/FPO)

AND FIRST DIGIT PREPARE FACING SLIP AND LABEL TO READ:

IF VOLUME OF ZIP CODE IS

| | | |
|---|---|--|
| OF INDIVIDUAL LETTERS OR LETTER BUNDLES PREPARED DO NOT WARRANT DISTRIBUTION OR POUCHING IN ACCORDANCE WITH TABLE 1 OR 3 | 0 | DIS BOSTON MA 021 (MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE DISPATCHED IN ZIP CODE 1 POUCH) |
| | 1 | AMF KENNEDY NY 00300 |
| | 2 | DIS WASHINGTON DC 200 |
| | 3 | DIS ATLANTA GA 300 |
| | 4 | DIS CINCINNATI OH 450 |
| | 5 | |
| | 6 | DIS NORTH SUBURBAN IL 600 |
| | 7 | DIS DALLAS TX 752 |
| | 8 | DIS DENVER CO 800 |
| | 9 | DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE, WA) |
| | | AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH OTHER CITIES) (IF VOLUME WARRANTS, MAIL FOR WA, AK, OR, & SEATTLE APO/FPO, LABEL TO DIS SEATTLE WA 980) |

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APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2C & 3C--MAIL ORIGINATING AT 340XX MILITARY POST OFFICES (APO/FPO)

| R U L E | AND FIRST DIGIT OF ZIP CODE IS | | PREPARE FACING SLIP AND LABEL TO READ: |
|------------------|--|---------------|--|
| | IF VOLUME | | |
| 2C | OF INDIVIDUAL LTRS (10 OR MORE) OR | 0 | DIS WASHINGTON DC 200 |
| | VOLUME OF LTR | 1 | |
| | BUNDLES (1/3 OF A POUCH OR 10 POUNDS) DOES NOT WARRANT DISTRIBU- TION IN ACCORDANCE WITH RULE 1C, THIS TABLE | 2 | |
| | | 3 | DIS HOUSTON TX 770 (WHEN ENTRY IS THROUGH HOUSTON TX) DIS MIAMI FL 330 (WHEN ENTRY IS THROUGH MIAMI FL) |
| | | 4 | |
| | | 5 | |
| | | 6 | DIS NORTH SUBURBAN IL 600 |
| | | 7 | |
| | | 8 | |
| | | 9 | DIS DENVER CO 800 |
| 3C | INSUFFICIENT FOR RULE 2C ABOVE | | |
| | | ALL ZIP CODES | DIS MIAMI FL 330 |

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APPENDIX A, TABLE 6A--FIRST-CLASS ZONE-RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL
MAIL ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE AVAILABLE AND USED

| R U L E | IF MAIL IS MARKED | AND FIRST DIGIT OF ZIP CODE IS | THEN SACK IN | AND LABEL SACK TO | AND AFFIX |
|------------------|----------------------|-----------------------------------|--------------|----------------------------|--------------------|
| | | | | | |
| | | 0 | | DIS BOSTON MA 021 | PROPER DESTINATION |
| | | 1 | | AMF KENNEDY NY 00300 | TAG/LABEL IF |
| | | 2 | | DIS WASHINGTON DC 200 | REQUIRED |
| 1 | PRIORITY | 3 | ORANGE | DIS ATLANTA GA 300 | |
| | | 4 | APP | | |
| | | 5 | MAILBAGS | | |
| | | 6 | | AMF O'HARE IL 60666 | |
| | | 7 (1) | | DIS DALLAS TX 752 | |
| | | 8 | | AMF SAN FRANCISCO CA 94001 | |
| | | 6 | | OR | |
| | | 9 | | DIS SEATTLE WA 980 | |

* (1) If Dallas is not available as a Gateway dispatch first digit 7 mail to Dis Atlanta, GA 300.

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APPENDIX A, TABLE 6C---FIRST-CLASS ZONE-RATED (PRIORITY) MAIL---PERSONAL AND OFFICIAL MAIL
ORIGINATING AT 09XXX/96XXX, 98XXX, and 340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE NOT AVAILABLE OR USED

R
U
L
E

IF MAIL IS
MARKED

AND MAIL ORIGI-
NATES AT (MPO)
(APO/FPO)

AND FIRST DIGIT
OF ZIP CODE IS

AND ENTRY
POINT IS

THEN
SACK IN

AND LABEL SACK TO

AND AFFIX

| | | | | | | | |
|---|----------|----------------|---------------|---------------|----------------------|---------------------------|--------------------------|
| 1 | PRIORITY | NEW YORK 09XXX | ALL ZIPS | NEW YORK NY | AMF KENNEDY NY 00300 | PROPER | DESTINATION TAG/LABEL |
| | | SEATTLE 98XXX | 0,1,2,4,5,6 & | | | | |
| | | SAN FRANCISCO | STATES OF | | | | |
| | | 96XXX | WA, OR, & AK | SEATTLE WA | DIS SEATTLE WA 980 | | |
| | | SEATTLE 98XXX | 3, 7, 8 & | | AMF SAN FRANCISCO CA | | |
| | | SAN FRANCISCO | STATE OF CA | SAN FRANCISCO | 94001 | | |
| | | 96XXX | | CA | | | |
| | | SEATTLE 98XXX | | | | | |
| | | SAN FRANCISCO | ALL ZIPS1 | SEATTLE WA | DIS SEATTLE WA 980 | | |
| | | 96XXX | | | AMF SAN FRANCISCO CA | | |
| | | SEATTLE 98XXX | | | | ORANGE APP MAILBAGS | |
| | | SAN FRANCISCO | ALL ZIPS1 | SAN FRANCISCO | 94001 | | |
| | | 96XXX | | CA | | | |
| | | MIAMI 340XX | ALL ZIPS | MIAMI FL | DIS MIAMI FL 330 | | |
| | | | | | | | |

INAPPLICABLE WHEN SAN FRANCISCO, CA, OR SEATTLE, WA, IS THE ONLY ENTRY POINT TO WHICH MAIL CAN BE ROUTED.

A-24

First Amendment (CH 1, 1/13/83)

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APPENDIX A, TABLE 7A--MILITARY ORDINARY MAIL (MOM)--MILITARY MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS MARKED "MOM" | THEN SACK IN | WHEN ENTRY POINT IS | THEN LABEL SACK TO | AND AFFIX |
|---|------------------|---|---------------------------------|--|
| IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS | | NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE | FOREIGN CENTER NY 099 PP MOM | APPROPRIATE DESTI- NATION TAG (AIR- PORT CODED TAG) FOR ARRIVAL AIRPORT IF REQUIRED BY APPEN- DIX C |
| MARKINGS | GRAY MAILBAGS | CHARLESTON AFB SC | DIS CHARLESTON SC 294 PP MOM | |
| | | MIAMI FL | DIS MIAMI FL 330 PP MOM | |
| | | NORFOLK VA | DIS WASH DC 200 PP MOM | |

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APPENDIX A, TABLE 78--MILITARY ORDINARY MAIL (MOM)--MILITARY MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS MARKED "MOM" | THEN SACK IN | AND STATE OR FIRST DIGIT OF ZIP CODE IS | THEN LABEL SACK TO | AND AFFIX APPROPRIATE |
|---|------------------|---|--------------------------------------|--|
| IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS MARKINGS | GRAY MAILBAGS | 0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA | AMF SEATTLE WA 98158 PP MOM | DESTINATION TAG (AIRPORT CODED TAG) FOR ARRIVAL AIRPORT IF RE- QUIRED BY APPEN- DIX C |
| | | CA 3, 7, & 8 | AMF SAN FRANCISCO CA 94001 PP MOM | |

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APPENDIX A, TABLE 8A--PARCEL AIRLIFT MAIL (PAL)--ORIGINATING AT 09XXX/340XX
MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS MARKED | THEN SACK IN | WHEN ENTRY POINT IS | THEN LABEL SACK TO | AND AFFIX |
|----------------------|-----------------|---|---------------------------------|---|
| | | NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE | AMP KENNEDY NY 00300 PP PAL | PS TAG 18 (PAL) AND APPROPRIATE DESTI- |
| | | | | NATION TAG (AIRPORT |
| PAL | RED | CHARLESTON AFB SC | DIS CHARLESTON SC 294 PP PAL | CODED TAG) |
| | MAILBAGS | MIAMI FL | DIS MIAMI FL 330 PP PAL | IF REQUIRED BY |
| | SEPARATE | NORFOLK VA | DIS WASH DC 200 PP PAL | APPENDIX C |
| | FROM SAM | | | |

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APPENDIX A, TABLE 8B--PARCEL AIRLIFT MAIL (PAL)--ORIGINATING AT 96XXX/98XXX
MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS MARKED | THEN SACK IN | AND STATE OR FIRST DIGIT OF ZIP CODE IS | THEN LABEL SACK TO | AND AFFIX |
|----------------------|-----------------|---|--------------------------------------|--|
| PAL | RED | 0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA | AMF SEATTLE WA 98158 PP PAL | PS TAG 18 (PAL) AND APPROPRIATE DESTI- |
| | MAILBAGS | CA 3, 7, & 8 | AMF SAN FRANCISCO CA 94001 PP PAL | NATION TAG IF REQUIRED BY APPENDIX C |

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APPENDIX A, TABLE 9A--SPACE AVAILABLE MAIL (SAM)--ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS | THEN SACK IN | WHEN ENTRY POINT IS | THEN LABEL SACK TO | AND AFFIX |
|------------|-----------------|---|---------------------------------|--|
| | | NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE | FOREIGN CENTER NY 099 PP SAM | APPROPRIATE DESTI- NATION TAG/LABEL IF REQUIRED BY |
| ENTITLED | RED | CHARLESTON AFB SC | DIS CHARLESTON SC 294 PP SAM | APPENDIX C |
| TO | EQUIPMENT | MIAMI FL | DIS MIAMI FL 330 PP SAM | |
| SAM | | NORFOLK VA | DIS WASH DC 200 PP SAM | |
| SERVICE | | | | |

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APPENDIX A, TABLE 9B--SPACE AVAILABLE MAIL (SAM)--ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

| IF MAIL IS | THEN SACK IN | AND STATE OR FIRST DIGIT OF ZIP CODE IS | THEN LABEL SACK TO | AND AFFIX APPROPRIATE DESTI- |
|-------------|-----------------|---|--------------------------------------|--|
| ENTITLED TO | RED | | AMF SEATTLE WA 98158 | NATION TAG (AIR- |
| SAM | MAILBAGS | 0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA | PP SAM | PORT TAG) FOR |
| SERVICE | | CA 3, 7, & 8 | AMF SAN FRANCISCO CA 94001 PP SAM | ARRIVAL AIRPORT IF REQUIRED BY APPEN- |
| | | | | DIX C |

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APPENDIX A, TABLE 10--SMALL PARCELS AND ROLLS (SPRs)--PAID AT THE FIRST-CLASS RATE OF POSTAGE--
MAIL ORIGINATING AT MILITARY POST OFFICES (APO/FPO)

- * a. Small parcels not exceeding 12 ounces in weight, containing merchandise, will be pouched with first-class
- * zone-rated (priority) mail, in the orange air PP pouch.
- * b. Sound-recorded communications, films, and rolls of printed matter, not exceeding 12 ounces in weight will
- * be pouched with first-class letter mail (letters and flats) in the orange No. 1 or 2 pouches.

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APPENDIX A, TABLE 11--SURFACE MAIL

| IF MAIL IS | THAT CONSIST OF | THEN SACK | WHEN ENTRY POINT IS | THEN LABEL SACK TO |
|---------------|--|---|---------------------|-----------------------------|
| | | | | |
| PERSONAL | THIRD AND FOURTH- CLASS PERSONAL PAR- CEL MAILINGS, BEING RETURNED TO SENDER OR FORWARDED, THAT DID NOT QUALIFY FOR SAM OR PAL SERVICE AT TIME OF ORIGINAL MAILING | IN CANVAS EQUIPMENT FOR MOVEMENT IN SURFACE CON- TAINERS. WHEN ADEQUATE SURFACE TRANSPORTATION IS NOT AVAILABLE, SACK IN RED MAILBAGS AND DIS- PATCH AS SAM. PARCELS WILL BE SACKED SEPARATELY FROM NEWSPAPERS, PERI- ODICALS, FLATS, ETC. | NEW YORK | FOREIGN CENTER 099 PP |
| | AND/OR | | CHARLESTON SC | DIS CHARLESTON SC 294 PP |
| OR | OFFICIAL INDICIA OR OFFICIAL METERED | | SAN FRANCISCO CA | DIS OAKLAND CA 945 PP |
| | PARCELS BEARING THE FOLLOWING MARKINGS: THIRD CLASS FOURTH CLASS | | SEATTLE WA | DIS SEATTLE WA 980 PP |
| OFFICIAL | | LABEL NEWSPAPERS, FLATS, ETC ON CONTENTS LINE; 3-C WKG L&F | MIAMI FL | DIS MIAMI FL 330 PP |
| | | | HAWAII | DIS HONOLULU HI 967 PP |
| | | | ALASKA | DIS ANCHORAGE AK 995 PP |
| | | | NORFOLK VA | DIS NORFOLK VA 235 PP |

* * *

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APPENDIX A, TABLE 12--OFFICIAL DIRECTS AND COMMAND POUCH SERVICE

| IF MAIL IS | AND ADDRESSED TO | THEN LABEL SACK TO | SPECIAL INSTRUCTIONS |
|------------|--|--|--|
| | DEPARTMENT OF DEFENSE ACTIVITIES WITH ZIP CODE 20301 | WASHINGTON DC 20301 OFL DOD PENTAGON | THE TYPE OF MAILBAG EQUIPMENT USED IS DETERMINED BY THE CLASSIFICATION OF MAIL AND SERVICE REQUIRED |
| | DEPARTMENT OF ARMY ACTIVITIES WITH ZIP CODE 20310 | WASHINGTON DC 20310 OFL HQ ARMY PENTAGON | |
| | HQ US AIR FORCE AC- TIVITIES WITH ZIP CODE 20330 | WASHINGTON DC 20330 OFL HQ USAF PENTAGON | |
| | CNO (NAVY ACTIVITIES) WITH ZIP CODE 20350 | WASHINGTON DC 20350 OFL HQ OPNAV PENTAGON | |
| OFFICIAL | STATE DEPARTMENT ACTIVITIES WITH ZIP CODE 20520 | WASHINGTON DC 20520 OFL DEPT OF STATE | SLIDE LABELS FOR OFFICIAL DIRECTS/COMMAND POUCHES/ CASREP POUCHES WILL CONTAIN THE FOLLOWING INFORMATION AS A MINIMUM: |
| | US ARMY FIN & ACCT CTR WITH ZIP CODE 46249 | INDIANAPOLIS IN 46249 OFL FIN CEN USA | DESTINATION LINE--CITY, STATE (USE THE TWO-LETTER ABBREVIATION), AND ZIP CODE |
| | US AIR FORCE FIN & ACCT CTR WITH ZIP CODE 80279 | DENVER CO 80279 OFL AFFAC/DAAC | CONTENT LINE--BEGIN WITH "OFL" FOLLOWED BY THE INSTALLATION, UNIT, OR ACTIVITY DESIGNATION |
| | US MARINE CORPS FIN & ACCT CTR WITH ZIP CODE 64197 | KANSAS CITY MO 64197 OFL FIN CEN USMC | |
| | US NAVY FIN & ACCT CTR WITH ZIP CODE 44199 | CLEVELAND OH 44199 OFL FIN CEN USN (O111) | |
| | SPECIFIC CONUS INSTALLATIONS, UNITS, OR ACTIVITIES | SEE SPECIAL INSTRU- CTIONS AT RIGHT (THIS TABLE) | |

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* APPENDIX A, TABLE 13--OUTSIDE PIECES AND WORKING POUCHES OF REGISTERED MAIL

| IF MAIL IS | AND ENTRY POINT IS | THEN LABEL POUCH TO | SPECIAL INSTRUCTIONS |
|-------------------|----------------------------|---------------------|----------------------|
| NEW YORK NY | AMF KENNEDY NY 00300 | | |
| MCGUIRE AFB NJ | DIS PHILADELPHIA PA 190 | | |
| DOVER AFB DE | | | |
| CHARLESTON AFB SC | DIS CHARLESTON SC 294 | | |
| SAN FRANCISCO CA | AMF SAN FRANCISCO CA 94001 | | |
| SEATTLE WA | DIS SEATTLE WA 980 | | |
| HAWAII | SCF HONOLULU HI 967 | | |
| ALASKA | DIS ANCHORAGE AK 995 | | |
| HOUSTON TX | DIS HOUSTON TX 770 | | |
| MIAMI FL | DIS MIAMI FL 330 | | |
| NORFOLK VA | DIS NORFOLK VA 235 | | |

USE PROPER DESTINATION TAG/LABEL IF REQUIRED BY

APPENDIX C

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APPENDIX A, TABLE 14--REGISTERED MAIL DIRECT POUCHES/SACKS FOR INLAND AREAS

This chart lists all DIS's, SCF's, and AMF's to which direct pouches of registered mail can be dispatched from overseas military post offices. The inside bill will be prepared in accordance with Chapter 7 of DoD 4525.6-M (reference (a)). Pouches and outside bills will be made-up to entry points contained in Table 13, Appendix A. Tagging and labeling will be in accordance with Appendix C, as applicable.

Three-Digit ZIP Code
Sequence

State

| | | |
|----|----------------------------|--------------------------|
| AL | 350 - 369 | DIS BIRMINGHAM, AL 350 |
| AK | 995 - 999 | AMF SEATTLE, WA |
| AZ | 850 - 865 | DIS PHOENIX, AZ 852 |
| AR | 716-717, 719-722, 725-729 | DIS LITTLE ROCK, AR 720 |
| | 718, | DIS DALLAS, TX 752 |
| | 723, 724 | DIS MEMPHIS, TN 380 |
| CA | 900 - 935 | AMF LOS ANGELES, CA |
| | 966 (FPO) | AMF SAN FRANCISCO, CA |
| | 936-961, 962-965 (APO) | AMF SEATTLE, WA |
| CO | 800 - 816 | DIS DENVER, CO 800 |
| CT | 060 - 067 | DIS HARTFORD, CT 060 |
| | 068, 069 | SCF STAMFORD, CT 068 |
| DE | 197 - 199 | DIS WILMINGTON, DE 197 |
| DC | 200 - 205 | WASHINGTON, DC 200 |
| FL | 320 - 326 | DIS JACKSONVILLE, FL 320 |
| | 330 - 334, 340 | AMF MIAMI, FL |
| | 335-339, 327-329 | DIS TAMPA, FL 335 |
| GA | 300-314, 317-319 | AMF ATLANTA, GA |
| | 315, 316 | DIS JACKSONVILLE, FL 320 |
| HI | 969, 967, 968 | SCF HONOLULU, HI 967 |
| ID | 823 - 838 | AMF SEATTLE, WA |
| IL | 600-619, 623, 625 - 627 | AMF O'HARE, IL |
| | 620, 622, 624, 628, 629 | AMF ST. LOUIS, MO 620 |
| IN | 460-462, 467-469, 472-479, | AMF INDIANAPOLIS, IN 460 |
| | 463 - 466 | AMF O'HARE, IL |
| | 470 | AMF CINCINNATI, OH 450 |
| | 471 | AMF LOUISVILLE, KY 400 |
| IA | 500-514, 516-528 | AMF O'HARE, IL |
| | 515 | DIS OMAHA, NE 680 |
| KS | 660 - 679 | AMF KANSAS CITY, MO 640 |
| KY | 400 - 427 | AMF LOUISVILLE, KY 400 |
| LA | 700 - 714 | AMF NEW ORLEANS, LA |

APPENDIX A, TABLE 14--REGISTERED MAIL DIRECT POUCHES/SACKS FOR INLAND AREAS

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This chart lists all DIS's, SCF's, and AMF's to which direct pouches of registered mail can be dispatched from overseas military post offices. The inside bill will be prepared in accordance with Chapter 7 of DoD 4525.6-M (reference (a)). Pouches and outside bills will be made-up to entry points contained in Table 13, Appendix A. Tagging and labeling will be in accordance with Appendix C, as applicable.

| State | Three-Digit ZIP Code Sequence | |
|-------|-------------------------------|-------------------------|
| ME | 039 - 049 | DIS PORTLAND, ME 040 |
| MD | 206 - 219 | DIS BALTIMORE, MD 210 |
| MA | 014-020, 023-26 | DIS BOSTON, MA 021 |
| | 027 | SCF PROVIDENCE, RI 027 |
| | 010 - 013 | DIS SPRINGFIELD, MA 010 |
| | 021 - 022 | BOSTON, MA 021 |
| MI | 480-481, 483-497 | AMF DETROIT, MI |
| | 482 | DETROIT, MI 482 |
| | 498, 499 | AMF O'HARE, IL |
| MN | 550 - 567 | AMF TWIN CITIES, MN |
| MS | 387, 389 - 397 | DIS JACKSON, MS 390 |
| | 386, 388 | DIS MEMPHIS, TN 380 |
| MO | 630-639, 650-652, 654-655 | AMF ST. LOUIS, MO 630 |
| | 640-648, 653, 656-658 | AMF KANSAS CITY, MO 640 |
| MT | 590 - 599 | AMF SEATTLE, WA |
| NE | 680 - 698 | AMF OMAHA, NE 680 |
| NV | 893 - 898 | AMF SAN FRANCISCO, CA |
| | 890 - 891 | SCF LAS VEGAS, NV 840 |
| NH | 030 - 038 | DIS BOSTON, MA 021 |
| NJ | 070-079, 088, 089 | DIS NEWARK, NJ 070 |
| | 080 - 087 | DIS SO. JERSEY, NJ 080 |
| NM | 870 - 884 | DIS ALBUQUERQUE, NM 870 |
| NY | 120 - 123 | ALBANY, NY 120 |
| | 128 | SCF GLEN FALLS, NY 128 |
| NY | 140 - 143, 147 | DIS BUFFALO, NY 140 |
| | 144 - 145 | SCF ROCHESTER, NY 144 |
| | 130 - 132 | SCF SYRACUSE, NY 130 |
| | 136 | SCF WATERTOWN, NY 136 |
| | 146 | ROCHESTER, NY 146 |
| ND | 580 - 588 | DIS FARGO, ND 580 |
| NC | 270 - 289 | AMF CHARLOTTE, NC |

APPENDIX A, TABLE 14--REGISTERED MAIL DIRECT POUCHES/SACKS FOR INLAND AREAS

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This chart lists all DIS's, SCF's, and AMF's to which direct pouches of registered mail can be dispatched from overseas military post offices. The inside bill will be prepared in accordance with Chapter 7 of DoD 4525.6-M (reference (a)). Pouches and outside bills will be made-up to entry points contained in Table 13, Appendix A. Tagging and labeling will be in accordance with Appendix C, as applicable.

| State | Three-Digit ZIP Code Sequence | |
|-------|-------------------------------|------------------------------|
| OH | 434-436, 439-449 | AMF CLEVELAND, OH 440 |
| | 430-433, 437, 438, 456-458 | COLUMBUS, OH 432 |
| | 450-455 | AMF CINCINNATI, OH 450 |
| OK | 730-732, 734-738, 740-749 | DIS OKLAHOMA CITY, OK 730 |
| | 739 | AMF KANSAS CITY, MO 640 |
| | 970 - 979 | DIS PORTLAND, OR 970 |
| PA | 150 - 168 | DIS PITTSBURGH, PA 150 |
| | 169 - 196 | DIS PHILADELPHIA, PA 190 |
| | 006 - 007, 009 | ATO SAN JUAN, PR 00913 |
| RI | 028 - 029 | SCF PROVIDENCE, RI 028 |
| SC | 290 - 296 | DIS COLUMBIA, SC 290 |
| | 297 | AMF CHARLOTTE, NC |
| | 298, 299 | AMF ATLANTA, GA |
| SD | 570 - 577 | DIS SIOUX FALLS, SD 570 |
| TN | 370-372, 376-379, 384, 385 | DIS NASHVILLE, TN 370 |
| | 373 - 374 | SCF CHATTANOOGA, TN 373 |
| | 375, 380 - 383 | DIS MEMPHIS, TN 380 |
| TX | 750-769, 790-799 | DIS DALLAS, TX 752 |
| | 733, 770 - 789 | AMF HOUSTON, TX |
| | 840 - 847 | DIS SALT LAKE CITY, UT 840 |
| VA | 220-229, 244 | DIS NORTHERN, VA 220 |
| | 230-232, 238-243, 245 | DIS RICHMOND, VA 230 |
| | 233 - 237 | SCF NORFOLK, VA 235 |
| VI | 246 | DIS CHARLESTON, WV 250 |
| | 008 | ATO SAN JUAN, PR 00913 |
| | 050 - 059 | DIS WHITE RIVER JCT., VT 050 |
| WA | 980 - 994 | AMF SEATTLE, WA |
| WI | 530-539, 541-545, 549 | AMF MILWAUKEE, WI 530 |
| | 540, 546 - 548 | AMF TWIN CITIES, MN |
| | 820 - 831 | AMF DENVER, CO |
| WY | 247-259, 261-266, 268 | DIS CHARLESTON, WV 250 |
| WV | 260 | DIS PITTSBURGH, PA 150 |
| | 267 | DIS BALTIMORE, MD 210 |
| | | |

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APPENDIX C--AIRPORT-CODED TAGS AND LABELS

1. Affix airport-coded tags and labels to mailbags and outside mail (OSM) to identify the offload destination of mail tendered for air movement and conform to procedures as follows:
 - a. When appropriate, place the tag over the pouch or sack staple and beneath the hasp before attaching the seal.
 - b. When more than one tag is required, the tag identifying the category of mail is affixed as stated in a., above, and all tags are affixed to the pouch or sack staple by means of PS Item 0-813P (Seal, Airmail Plastic), after the hasp is closed. The pouch or sack grommet is not used for attachments of any tag.
 - c. When appropriate, self-adhesive labels are affixed to the left of the address so as not to obliterate other required markings.
 - d. The MPO of destination is responsible for removing all seals, tags, and slide labels from pouches or sacks and containers used for transportation of mail.
2. Use airport-coded tags and labels when:
 - a. Mail tendered to an air carrier requires a transfer between flights or carriers.
 - b. Mail tendered to an air carrier's flight requires a change in aircraft equipment (gauge) at an en route foreign airport.
 - c. Mail is transferred between a foreign and U.S. air carrier.

d. The postal activity that tenders the mail to the air carrier so requests. In this case, the APO originating the dispatch affixes the proper airport-coded tag and label.

- * 3. Airport-coded tags are not required when mail is dispatched in airmail
- * pouches using the large slide labels and conditions stated in paragraph 2., above, *
- * do not exist. The large label will be preprinted with the alpha code in capital *
- * letters to reflect the airport serving final destination of the pouch as shown on *
- * the slide label. For example, a pouch containing mail destined to "DIS North *
- * Suburban IL 600" will bear the alpha code "ORD." If this pouch is tendered to an *
- * air carrier providing direct service to ORD, no further information as to *
- * destination airport is required. However, if the pouch must be offloaded at an *
- * airport short of destination for remanifesting, the offload point will be *
- * identified in brackets immediately following the final destination code. For *
- * example, if a pouch bearing an "ORD" destination code is transported aboard an *
- * aircraft terminating at John F. Kennedy airport, it will be offloaded at this *
- * point by the air carrier and turned in to the USPS for onward movement; to reflect *
- * this turn-in, enter "JFK" in brackets after the ORD, that is "ORD [JFK]."
- * 4. Military post offices (MPOs) shall requisition preprinted airport-coded tags *
- * and labels as outlined in DoD 4525.6-C (reference (c)). *

- a. Affix PS Tag 135 (white background) to nonregistered pouches and sacks.
- b. Affix PS Label 136 (white background) to nonregistered outside mail (OSM) to the left of the address.
- c. Affix PS Tag 135-C (red background) to registered pouches and sacks.

d. Affix PS Label 136-C (red background) to the left of the address on registered outside mail (OSM). Do not block the registered number or markings.

5. When preprinted airport-coded tags and labels are not available, prepare the following tags and labels by printing the three-letter city of destination code on the appropriate portion of the tag and label. These tags and labels are available through requisitioning procedures established in the Military Postal Service Supply Catalog (DoD 4525.6-C (reference (c))). You may use rubber stamps to enter the three-letter city of destination code. Do not enter the weight on airport-coded tags and labels.

- a. Use PS Tag 135-B (blank) instead of PS Tag 135.
 - b. Use PS Label 136-B (blank) instead of PS Label 136.
 - c. Use PS Tag 135-E (blank or red background) instead of PS Tag 135-C.
 - d. Use PS Label 136-E (blank or red background) instead of PS Label 136-C.
6. The airport-coded tag and label provides the air carrier with information for handling and routing the mailbag or outside piece from time of acceptance to arrival at airport of final destination. Caution must be exercised in selection and preparation of these tags and labels to preclude misrouting by the air carrier. The "via" section on tags and labels is used to inform the air carrier of actions required to accomplish transfers or turnover of mail en route to a postal activity for remanifesting before onward movement to destination.

a. The airport-coded tag for mail destined for CONUS is the airport serving the final destination of the pouch as shown on the slide label. For example, a pouch tendered to a commercial air carrier containing FCM all destined for the Norfolk, VA, area bearing the first three ZIP code digits 233-237 would have a

slide label affixed reading "SCF Norfolk, VA 235." The final airport destination for this pouch would be the Norfolk Airport; therefore, the airport-coded tag would read "ORF." If this same pouch had been dispatched via MAC, the airport-coded tag would read "NGU."

b. The "via" portion of the airport-coded tag is used to show where a pouch must be offloaded en route for remanifesting to end destination. For example, assume the Norfolk pouch originated in Rome and was tendered to a commercial air carrier that had New York as its first city of entry. As stated in paragraph 6.a., the airport-coded tag would read "ORF." To inform the air carrier to turn this mail into the postal activity in New York, enter [JFK] in brackets in the "via" section.

c. When a ramp transfer between a U.S. air carrier and a foreign flag air carrier has been authorized, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Tokyo destined to Jakarta would be moved by PAA to Hong Kong (HKG), then ramp transferred to Garuda Airline (GIA) for onward transportation to Jakarta. Since the final destination is Jakarta, use airline destination code JKT. To indicate transfer between PAA and GIA in Hong Kong, enter HKG/GIA in the "via" section. If ramp transfer between PAA and GIA has not been authorized, the entry in the "via" section would be [HKG]. By bracketing HKG, the air carrier knows this mail must be turned into the postal activity in Hong Kong for remanifesting.

d. When an interline transfer between U.S. air carriers must be made, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Korea destined for Bangkok could be transported

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from Seoul to Tokyo via FTL or NWA with movement from Tokyo to Bangkok via PAA.

Since the final destination is Bangkok, use airline destination BKK. To indicate transfer in Tokyo to PAA, enter TYO/PAA.

- * 7. When it is necessary to retag intransit mail bags or OSM, relabel by affix- *
- * ing the self-adhesive PS labels (136 series), as applicable, over the original *
- * tag or label. If final destination of mailbag does not change, but offloading *
- * at an en route point is required, add this destination by bracketing on the via *
- * line, either printing by hand or by the use of preprinted self-adhesive labels. *

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APPENDIX D--GATEWAYS AND AIRPORT CODES IN THE UNITED STATES

| DESTINATION | THREE-LETTER CODE | DESTINATION | THREE-LETTER CODE |
|--------------------|-------------------|-------------------|-------------------|
| NEW YORK NY | JFK (1) | MC GUIRE AFB NJ | WRI (2) |
| SAN FRANCISCO CA | SFO (1) | DOVER AFB DE | DOV (2) |
| SEATTLE WA | SEA (1) | CHARLESTON AFB SC | CHS (2) |
| HONOLULU HI | HNL (1) | ANCHORAGE AK | ANC (1) |
| MIAMI FL | MIA (1) | HOUSTON TX | IAH (1) |
| CHICAGO IL | ORD (1) | BOSTON MA | BOS (1) |
| DALLAS/FT WORTH TX | DFW (1) | ATLANTA GA | ATL (1) |
| * WASHINGTON DC | IAD (1) | TRAVIS AFB CA | SUU (2) |
| NORTON AFB CA | SBD (2) | MC CORD AFB WA | TCM (2) |
| NORFOLK VA | NGU (2) | NORFOLK VA | ORF (1) |

All other codes for commercial airports can be found in the USPS Handbook Series T-7 (reference (b)). MAC Codes are listed in Military Standard Transportation and Movement Procedures (MILSTAMP) (reference (d)).
(1) Commercial Airport.
(2) Military Airport.